

RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT

JOHN A. LOGAN COLLEGE
700 LOGAN COLLEGE ROAD
CARTERVILLE, IL 62918



JUNE 2019

MISSION STATEMENT:

**WE ARE A DIVERSE LEARNING AND TEACHING COMMUNITY COMMITTED TO IMPROVING
INDIVIDUAL LIFE AND SOCIETY THROUGH HIGH-QUALITY, ACCESSIBLE
EDUCATIONAL PROGRAMS AND ENGAGED LEARNING OPPORTUNITIES.**

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It should be noted that the Board of Trustees has the final authority to interpret the rules and policies contained in this publication. Further, it should be noted that this publication is not a contract or promise of a contract, and the Board of Trustees reserves the right to alter, amend, or change these or any other rules or policies without prior notice. Information within this handbook was accurate at the time of publication and may change without notice.

John A. Logan College is an equal opportunity institution.

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, or genetics when such College activity is consistent with the applicable laws and regulations. The admission and retention of, as well as services, programs and activities for, students with identified disabilities will be in accordance with applicable laws and regulations. Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to the College's Vice-President for Instructional Services, Administration Building, John A. Logan College, 700 Logan College Road, Carterville, IL 62918; phone (618) 985-3741, extension 8362 or TTY 985-2752.

Statement of Mission and Goals

MISSION STATEMENT (Board Policy 3110):

We are a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

MISSION GOALS (Board Policy 3110):

- To foster an environment where diverse individuals, groups, and views are valued.
- To provide programs and services for lifelong learning that create and enhance opportunities for achieving career and personal goals in a changing society.
- To serve with integrity and accountability as a model of institutional excellence.
- To offer affordable program and services enhanced by technology in an accessible and safe learning and working environment.
- To be a center for intellectual, economic, cultural, and recreational resources for individuals and communities.

VISION: LEARNING FOR LIFE (Board Policy 3113):

John A. Logan College strives to be a learning-centered institution that prepares students for effective global citizenship and responds to regional needs.

STATEMENT OF PHILOSOPHY (Board Policy 3111):

John A. Logan College believes in the inherent worth and dignity of the individual. Derived from that belief is the concept that education is important to the cultural, intellectual, and social enlightenment of the individual; that high-quality educational opportunities are the right of the citizens to whom the College belongs; and that education is vital to the area's economic growth.

Because our citizens have worth, dignity, and potential regardless of their age, economic status, or social station, the College assumes the obligation to serve its citizens through an open-admission concept with lifelong learning opportunities. Within the limits of the College's ability to attain and maintain a solid financial base, it is ready and eager to provide low-cost traditional and non-traditional education opportunities whenever, wherever, and however they are needed by the citizens to improve the quality of their lives.

STATEMENT OF CORE VALUES (Board Policy 3112):

The John A. Logan College community affirms the follow core values are central to its institutional mission:

- **SERVICE**
We are committed to the cultivation of positive relationships and common experienced among students, faculty, staff and the communities we serve

- **RESPONSIBILITY**
We accept responsibility for our own actions and accountability for the use, preservation, and enhancement of human and material resources.

- **RESPECT**
While recognizing and valuing the dignity and uniqueness of every person, we are committed to creating a community where everyone is appreciated and considered for their contributions and performance.

- **COMPASSION**
We respond to the feelings of each person with kindness, concern, and empathy for their needs.

- **INTEGRITY**
We are committed to creating trust and confidence in our College community. We act with honesty and forthrightness, and hold ourselves to high academic and ethical standards.

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Rights and Responsibilities: A Student Code of Conduct

This publication is a compilation of policies adopted by the Board of Trustees relating to the rights and responsibilities of all students attending John A. Logan College. These policies have been formulated in order to assist students in experiencing success in their academic and extracurricular activities. **Students are subject to all of the policies and procedures contained in this publication. Further, all students are subject to and governed by, all policies adopted by the College and should refer to the current year's John A. Logan College Catalog for a detailed listing of the same.** In addition, various College programs may have additional policies that are uniquely applicable to students in that program.

In accordance with Board Policy 8310, all information contained in this document was in compliance with federal and state law, and current John A. Logan College Board Policies and Administrative Procedures at the time of printing. The online version of Rights and Responsibilities: A Student Code of Conduct is the official version and may contain more up to date information and is available on the College's website under Online Resources at http://www.jalc.edu/online_resources.html

Adopted as College Policy on 10/2/79

Revised: 5/5/81, 1/21/86, 5/14/90, 9/19/95, 6/23/98, 4/25/00, 3/6/03, 5/04, 2/05, 6/08, 5/10, 8/11, 2/12, 06/14, 01/17, 02/17

Article I - General

Section I - Introduction

A. College Responsibilities to Students

The primary concern of John A. Logan College is the student. The College attempts to provide all students with an environment that is conducive to academic endeavor, social growth, and individual self-discipline. The faculty and staff seek to achieve this goal through sound educational programs and policies.

The College community has a responsibility to provide for its members those privileges, opportunities, and protections which best promote the learning process. In order to achieve this goal, all members of the College community must be aware and respectful of the rights of others.

John A. Logan College is committed to providing its students and employees with an educational and work environment free of violence or intimidation of any kind. The College adopts a zero tolerance policy for violence or threatening behavior of any type from any source. Acts of physical violence or threats, including intimidation, harassment, and/or coercion, which involve or affect John A. Logan College employees or students, will not be tolerated. Security and safety of all persons on this campus are paramount, and complaints of physical violence, intimidation, threats, harassment, or coercion will be given serious attention and dealt with immediately.

Any employee or student who believes there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact the Campus Police Department and their immediate supervisor.

The College will promptly investigate all reports or alleged incidents of violence, threats, harassing or intimidating behavior.

All employees are expected to cooperate fully in all such investigations.

Any person, student, employee, or visitor who commits acts of violence, threats, harassments, or intimidations on campus or campus activities and business may be excluded from the campus by the direction of the President or his/her designee.

Where circumstances warrant, the College will request that appropriate law enforcement agencies become involved, and may seek prosecution of conduct that violates the law.

The College administration is authorized to establish and enforce the appropriate procedures to implement this zero tolerance policy.

The regulations contained in this handbook of rights and responsibilities, and the sanctions for the violations of the same, are made for the purpose of providing an environment conducive to the educational and social development of all students at John A. Logan College.

Every regulation shall be as clear and specific as possible. Disciplinary sanctions shall be commensurate with the seriousness of the offense. Repeated violations may justify increasingly severe disciplinary sanctions.

All regulations and policies shall be in writing and shall be published, distributed, posted or made available in such a manner as to furnish adequate notice to all students.

B. Zero Tolerance for Violence or Threatening Behavior (Board Policy 3372)

John A. Logan College is committed to providing its students and employees with an educational and work environment free of violence or intimidation of any kind. The College adopts a zero tolerance policy for violence or threatening behavior of any type from any source. Acts of physical violence or threats, including intimidation, harassment, and/or coercion, which involve or affect John A. Logan College employees or students will not be tolerated. Security and safety of all persons on this campus are paramount, and complaints of physical violence, intimidation, threats, harassment, or coercion will be given serious attention and dealt with immediately.

Any employee or student who believes there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact Campus Police and their immediate supervisor.

The College will promptly investigate all reports or alleged incidents of violence, threats, harassing or intimidating behavior.

All employees are expected to cooperate fully in all such investigations.

Any person, student, employee, or visitor who commits acts of violence, threatens, harasses, or intimidates on campus or while conducting College activities or business, may be excluded from the campus by the direction of the President or his/her designee.

Where circumstances warrant, the College will request that appropriate law enforcement agencies become involved, and may seek prosecution of conduct that violates the law.

This policy is to be implemented in accordance with Board Policies 3364, 5225, 8310, 8312, 8315 and as referenced in the appropriate Administrative Procedures.

C. Student Responsibilities

Students are to read and conform to the policies outlined in this document. Students should attempt to obtain maximum benefit from all instructional opportunities and College resources. In addition to adhering to College policies, students are expected to conduct themselves in a manner that creates an appropriate academic and social atmosphere.

D. Academic Freedom for Students

In the interest of promoting the best possible educational environment for members of the John A. Logan College community, and remaining consistent with the rights and responsibilities of others; students are free to examine issues and express their opinions. The regulations contained in this code are designed to achieve the maximum academic freedom in conjunction with necessary order. Students are guaranteed their constitutional rights of freedom of speech and assembly.

E. Relationship to Local Judicial System

When a student has been apprehended for violation of the law in the community, state, or nation, John A. Logan College will not request or agree to special consideration for the individual because of his or her status as a student. John A. Logan College will cooperate fully with law enforcement and other agencies in any program for the rehabilitation of the student.

Except for inappropriate conduct on the campus at a College-sponsored event, or in settings where the College has a contractual arrangement for education, housing, or transportation; the College ordinarily will not impose further sanctions after law enforcement agencies, including any judicial systems, have disposed of the case. The College's officials have the right and the responsibility, to initiate disciplinary action if the student's conduct has interfered with the College's educational functions or responsibilities to the College community. Any disciplinary action taken on this basis shall conform to the terms of the code, including appeal.

F. Removal from Campus (Student, Guest, or Employee) (Administrative Procedure 361)

Due to the potential for the occurrence of violence associated with the removal of a student, guest or employee from the campus due to the suspension or termination of status, regardless of cause, the Campus Police Department will take the following actions.

The official(s) in charge is to notify the Campus Police Department of the potential of removal. Two (2) armed police officers will be assigned to the immediate area of the space, or room, where the individual is being notified of the suspension/termination. At the request of the official in charge of the meeting, the officers will be in the room where the meeting is taking place.

At the time the individual is being removed from the campus, both a verbal and a hand delivered written notice shall be given informing the student/guest/employee that s/he is not permitted to return to the campus without first receiving a written authorization signed by the College official authorizing the person's return to the campus. The written notice removing the individual from campus shall inform the person if s/he returns to campus without prior receipt of written authorization, this conduct will be treated as criminal trespass to the College, making the person subject to arrest and possible prosecution.

Campus Police shall retain a copy of both the notification of the removal and the authorization to return, as well as an incident report of the circumstances or event leading up to the action to remove the person from campus.

Immediately following the meeting, the officers will escort the employee from the premises of the College campus. Based on the overall circumstances, the official in charge and officers will determine if the employee will be allowed to gather personal belongings prior to leaving the building, or if the personal belongings will be given to the employee in another manner.

The appropriate vice president in charge of the suspension/termination and director of emergency planning and risk management will determine if the employee's work area will be searched for potential weapons prior to the employee being allowed to gather their belongings, as well as, determining whether or not the employee's work area should be secured and access to the employee denied. In no case, should the suspended or terminated employee be given access to the work area without attendance by someone from Campus Police.

The banned person's photograph will be made available to the Campus Police staff, when possible. Also, the information regarding the banned employee's vehicle will be made available to Campus Police staff.

G. Refund Policy (Board Policy 7320)

Students withdrawing from classes in the transfer, career, or continuing education divisions of the College during the following periods will be given 100% refunds:

- First 14 calendar days of the fall and spring semesters excluding spring break;
- First 7 calendar days of block and summer semesters.

Upon notification that an enrolled student has died during a semester, the student will be removed from all courses and all charges pertaining to the semester will be refunded to his/her student account. If the refunding of charges generates a credit, such will be remitted to the student's estate.

Article II - Equal Educational Opportunity

Section 1 - Nondiscrimination

A. Policy (Board Policy 3510)

John A. Logan College is an equal opportunity institution.

John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extracurricular participation, counseling, placement service, athletic programs, or any other service or program of the College shall be provided without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics when such College activity is consistent with the applicable laws and regulations. The admission and retention of (as well as services, programs, and activities for) students with identified disabilities will be in accordance with applicable laws and regulations.

The College is also committed to equal opportunity for all employees. Every effort shall be made to insure that all employment decisions, including the hiring, terms and conditions of employment, wages/salaries, promotion, layoffs, retentions, terminations, training, benefits, and social recreation programs, shall be administered without regard to race, religion, color, national origin, ancestry, marital status, citizenship status, disability, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy, protected veteran status or genetics.

All grievances filed by a student shall be in accordance with the procedures established in Board Policy 3512 and published in the RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT. All grievances of any employee shall be filed and handled in accordance with the Board approved grievance system contained in Board Policy 3511. These procedures also apply to Title IX (sex equity), Section 504 (handicapped), and Title VI (minorities) complaints.

Questions in reference to educational opportunities in relation to sex equity (Title IX), handicapped (Section 504), and minorities (Title VI) should be directed to:

College employees should contact:
John A. Logan College
Executive Director of Human Resources
700 Logan College Road, Room C116
Carterville, Illinois 62918
Telephone: (618) 985-2828, Ext. 8589,
or TTY (618) 985-2752

Students should contact:
John A. Logan College
Vice-President for Instruction
700 Logan College Road, Room A15
Carterville, Illinois 62918
Telephone: (618) 985-2828, Ext. 8362,
or TTY (618) 985-2752

Persons who believe they have been denied equal opportunity may have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

Human Rights Commission William G. Stratton Office Building Suite 802 Springfield, Illinois 62706 Tel: (217) 785 - 4350 TDD: (217) 557 - 1500 Fax: (217) 524 - 4877	Illinois Department of Human Rights Springfield Office 222 South College, Room 101-A, Intake Unit Springfield, IL 62704 TEL: (217) 785-5100 TTY: (866) 740-3953 FAX: (217) 785-5106	EEOC Chicago District Office 500 West Madison Street Suite 2000 Chicago, Illinois 60661 Phone: 1-800-669-4000 Fax: 312-869-8220 TTY: 312-869-8001
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B. Disabled Students (Administrative Procedure 807)

Identification

Students with disabilities may be identified by one or more of the following methods:

1. self-identification by a student with a disability;
2. placing information in each admissions packet which can be filled out and returned to the Coordinator of Services for Students with Disabilities.

Orientation

Students with disabilities are required to meet with the Coordinator of Services for Students with Disabilities prior to receiving accommodations. At that time, the Coordinator will determine what accommodations are reasonable. The Coordinator will explain the services available to assist students with disabilities, which may include the following:

1. parking;
2. reasonable modifications;
3. restroom facilities;
4. drinking fountains; and
5. building entrances, exits, and traffic flow.

Procedure for Resolving Accommodation Issues

When a student requests accommodations, the Student Success Center shall be responsible for determining whether or not a disability is impeding his or her educational access or progress. A student anticipating the need for accommodations should contact the Student Success Center at least six weeks prior to the start of the semester to allow adequate time for preparations to be made. When a student is determined to have a disability impeding educational access, the center plans a program of service for him or her consistent with the disability. In combination, program modifications, auxiliary services and academic adjustments are referred to as "academic accommodation." When a person (student or employee) has information that a student with a disability is being (or has been) denied an accommodation, such information is to be reported

to the director of the Student Success Center. The director and the College's affirmative action officer will meet with the student and/or the employee alleged to have denied the accommodation for the purpose of discussing any necessary corrective action. If the matter is not resolved, it will be referred to the appropriate vice-president for action. Nothing contained in this section shall be deemed to prohibit a student from filing a grievance pursuant to Board Policy 3512 and Article II, Section 5 of STUDENT RIGHTS AND RESPONSIBILITIES: A STUDENT CODE OF CONDUCT.

Parking Regulations

Students needing disabled parking permits are required to fill out a request form, at which time documentation must be furnished. Students will pick up the permit in the Campus Safety Office. Each student will be issued one permit, which will be displayed on the vehicle's rearview mirror. The permit will be valid for the duration of the student's studies at the College.

Grievances

Grievances by students with disabilities are permitted by following Board Policy 3512. (See Section 5, pg. 24)

Section 2 – Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy Prohibition (Board Policy 8317)

I. Purpose

In accordance with the Violence Against Women Reauthorization Act of 2013, Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, the Clery Act and the Illinois Preventing Sexual Violence in Higher Education Act, all of which prohibit discrimination based upon sex, including but not limited to sexual assault and other forms of sexual misconduct and/or reporting of such acts. John A. Logan College (College) is committed to maintaining a safe and healthy educational and employment environment that is free from sexual misconduct sexual assault, domestic violence, dating violence, and stalking and adopts the following standards of conduct for all members of the College community, including employees, students, contractors, and visitors.

II. Statement of Policy

Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded in mutual respect, open communication, and clear consent.

To this end, Sexual Assault, Domestic Violence, Dating Violence, and Stalking, are unacceptable and are not tolerated at John A. Logan College. These terms are defined below in “Definitions of Prohibited Conduct.” Retaliation, as defined below, is also prohibited.

The College encourages anyone who has been subjected to Sexual Assault, Domestic Violence, Dating Violence and/or Stalking to seek appropriate help and to report the incident promptly to the police and/or College officials. The College has professional staff that will assist students, faculty and/or staff members to get help, including immediate medical care, counseling, and other essential services. Specific policies, methods for reporting, including confidential reporting, and resources are described below.

As a general matter, the College will take prompt action to investigate reports of Sexual Assault, Domestic Violence, Dating Violence and/or Stalking and, where appropriate, to impose sanctions.

The applicable procedures will depend on whether the alleged offender is a student, faculty, or staff member.

Students, faculty, and staff who violate this Policy may face discipline up to and including expulsion or termination as outlined below.

The College's Policy applies to students, employees, contractors, or third parties whenever the misconduct occurs:

- A. on College property; or
- B. off College property if;
 - 1. the conduct was in connection with a College or College-recognized program or activity;
or
 - 2. otherwise has a connection to the College.

Sexual Assault is an extreme form of sexual harassment. For more information about sexual discrimination and harassment, which is also prohibited by the College's policies, please see the Policy on Sexual Harassment. If a report includes allegations of Sexual Assault, Domestic Violence, Dating Violence or Stalking, then the process and procedures set forth in this Policy will be followed in the assessment, investigation, and resolution of the complaint. In no event shall a complaint proceed simultaneously through more than one internal College procedure.

III. Definitions

- A. **Consent:** Consent is knowing, voluntary, and clear affirmative permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of active resistance. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent may be withdrawn at any time. A person may be incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force or the threat of either invalidates consent.
- B. **Dating Violence:** The term dating violence means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.
- D. **Incapacitated or Incapacitation:** An individual who is incapacitated is unable to give consent. States of incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Where alcohol or drug use is involved, incapacitation is a state beyond intoxication, impairment in judgment, or “drunkenness.” Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual contact;
- Appraising the nature of one’s own conduct;
- Communicating consent to sexual contact; or
- Communicating unwillingness to engage in sexual contact.

Where an individual’s level of impairment does not rise to incapacitation, it is still necessary to evaluate the impact of intoxication on consent. In evaluating whether consent was sought or given, the following factors may be relevant:

- Intoxication may impact one’s ability to give consent and may lead to incapacitation (the inability to give consent).
- A person’s level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include difficulty walking, poor judgment, difficulty communicating, slurred speech, or vomiting.
- An individual’s level of intoxication may change over a period of time, based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual’s intoxication, if that individual has not affirmatively agreed to engage in sexual contact, there is no consent.

Anyone engaging in sexual contact must be aware of both their own and the other person’s level of intoxication and capacity to give consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether consent is effectively sought and freely given. If there is any doubt as to the level or extent of one’s own or the other individual’s intoxication or incapacitation, the safest course of action is to forgo or cease any sexual contact. An individual’s intoxication is never an excuse for or a defense to committing sexual assault, and it does not diminish one’s responsibility to obtain consent.

- E. **Retaliation:** Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College’s Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the allegations of sexual discrimination, harassment, or misconduct.
- F. **Sexual Assault:** Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent, including both sexual intercourse without consent and sexual contact without consent.

Sexual Intercourse without Consent means having or attempting to have sexual intercourse with another individual without consent as defined below. Sexual intercourse means vaginal or anal penetration, however slight, with any body part or object, or oral penetration involving mouth to

genital contact.

Sexual Contact without Consent means having sexual contact with another individual without Affirmative Consent, as defined below. Sexual contact means the touching of the person's breasts, anal, groin or genital areas, or other intimate body parts for the purpose of sexual gratification.

- G. **Sexual Exploitation:** Occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.
- H. **Sexual Misconduct:** Includes sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence, and stalking.
- I. **Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g. due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.
- J. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to 1) fear for his or her safety or the safety of others; or 2) suffer substantial emotional distress.
- K. **Threat:** Any oral or written expression or gesture that could be interpreted by a reasonable person as conveying intent to cause harm to persons or property.

IV. Administration

A. Title

1. The College has designated the Executive Director of Human Resources as the Title IX Coordinator.

Dept. of Human Resources

Address: 700 Logan College Rd, Carterville, IL 62918

Telephone: 618-457-7676, Ext. 8589

[Email: claybrewer@jalc.edu](mailto:claybrewer@jalc.edu)

2. Responsibilities of the Title IX Coordinator include:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.
- A Title IX complaint includes complaints alleging sexual discrimination, including sexual harassment as well as sexual misconduct, sexual violence, sexual assault, domestic violence, dating violence and stalking (as those terms are defined herein) which involve a College student, visitor or employee.
- Being informed of all reports and complaints raising Title IX issues, including

those initially filed with another individual or office or if the investigation will be conducted by another individual or office.

- Ensuring that adequate training is provided to students, faculty, and staff on Title IX issues.
- Coordinating Title IX investigations, involving employees and students, including overseeing the investigation of facts relative to a complaint and recommending appropriate sanctions against the perpetrator and remedies for the complaint.

--With respect to complaints that involve a College employee, vendor or visitor, the Department of Human Resources will manage the investigation into the allegations and will recommend appropriate sanctions against the employee and interim measures, if any, for an employee.

--With respect to complaints that involve a student, the Vice President for Instructional Services and the Title IX Coordinator will manage the investigation and recommend appropriate sanctions against the student and interim measures, if any, for a student.

--With respect to complaints that involve both a student and an employee, the Title IX Coordinator, the Department of Human Resources and the Deputy Title IX Coordinators shall jointly coordinate the investigation and interim measures.

- Ensuring appropriate interim measures for a student victim and/or complainant upon learning of a report or complaint of sexual misconduct.
 - Ensuring that appropriate policies and procedures are in place via campus police for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
3. Promoting an educational and employment environment which is free of sexual discrimination, harassment, and gender bias.
 4. The College has designated Adrienne Barkley-Giffin, Brian Bechtel, Christina Loyd, and Johnna Herren as Deputy Title IX Coordinators.
 5. Responsibilities of the Deputy Title IX Coordinators:
 - Working in conjunction with the Title IX Coordinator to ensure compliance for matters involving students, including assistance with coordination of training, education, communications, and administration of complaint procedures for complaints against students.

6. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the United States Department of Education's Office for Civil Rights:

Office for Civil Rights, Chicago Office
U.S. Department of Education Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560 Email OCR.Chicago@ed.gov

V. Option for Assistance Following an Incident of Sexual Assault

A. Immediate Assistance

1. On and Off-Campus Counselors and Advocates. Attached as Appendix F – Resource and

Referral Options, find a list of on and off-campus counselors and advocates that can provide an immediate confidential response for employees and students in an emergency situation.

2. Emergency Response. Anyone who experiences or observes an emergency situation should immediately call 911 and/or the College Police Department at 618-985-5550.
3. Off-Campus Health Care Options. Victims may seek treatment for injuries, preventive treatment for sexually transmitted disease, and other health services by contacting the providers identified in Appendix F - Resource and Referral Options.

B. Ongoing Off-Campus Counseling, Advocacy, and Support for Students and Employees. This information can also be found in Appendix F - Resource and Referral Options.

VI. Reporting and Confidentially Disclosing Sexual Assault

The College encourages all victims of sexual assault (and bystanders), to talk to somebody about what happened so that victims (and bystanders) can get the support they need and so that the College can respond appropriately. Different employees on campus have different abilities to maintain a victim's confidentiality:

- Some employees are required to maintain complete or near complete confidentiality,
- Some employees are required to report all the details of an incident (including identities of the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees, called "Responsible Employees," constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation.

The various reporting and confidential disclosure options available are set forth in further detail below:

A. Privileged and Confidential Communications

Confidential Counselors. Professional, licensed counselors who provide mental-health counseling (including those counselors who act in that role under the supervision of a licensed counselor (referred to as Counselors) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. The College has designated Carolyn Gallegly and Christy McBride as confidential employees. Contact information for such confidential Counselors is included in Appendix F-Notification of Rights and Options.

A victim who speaks to a confidential Counselor must understand that, if the student victim wants to maintain confidentiality, the College's ability to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator(s) may be diminished.

Even so, these Counselors will still assist the victim in receiving other necessary protection and support, such as student victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A student victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to law enforcement, and thus will have the incident fully investigated. These counselors will provide the victim with assistance if the victim wishes to do so.

Note: While these Counselors may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to:

- 1) immediately report or cause a report to be made to the Illinois Department of Children and

Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Also note: If the College determines that the alleged perpetrator(s) pose(s) a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

B. Reporting to "Responsible Employees"

A College employee who has the authority to redress sexual harassment, including sexual assaults, who has the duty to report incidents of sexual misconduct, or who an individual could reasonably believe has this authority or duty is a Responsible Employee. Most College employees, including but not limited to supervisors, managers, coaches, and faculty, are responsible employees. A list of Responsible Employees is available through the Title IX Coordinators. When a victim tells a Responsible Employee about an incident of sexual harassment including sexual assault, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator and, if applicable, all relevant details about the alleged sexual misconduct shared by the victim so that the College can determine what happened, including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College's response to the report and those with a "need to know." The following categories of employees are the College's Responsible Employees:

- College Administrators
- Title IX Coordinator and Deputy Coordinators
- Supervisors and Managerial Staff
- Faculty
- Campus Police
- Coaches

A complete list is available through the Title IX Coordinators.

Before a victim or bystander reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to the confidential resources referenced above.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim's request for confidentiality.

C. Student Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe environment for all students and employees including the student victim.

If the College honors the request for confidentiality, a victim must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged

perpetrator(s) may be diminished. The College may not be able to honor a victim's request in order to provide a safe environment for all students and employees.

The College has designated the following individual(s) to evaluate requests for confidentiality:

- Title IX Coordinator
- Vice-President for Instructional Services
- Director of Campus Police
- Legal Counsel

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the student victim at the earliest point possible and will, to the extent possible, only share information with people responsible for handling the College response and those with a “need to know.”

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the student victim. If a victim's request for confidentiality limits the College's ability to formally investigate a particular allegation, the College may take steps to limit the effects of the alleged sexual discrimination, misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Such action may include but is not limited to providing increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred.

VII. Employee Reporting and Disclosing Sexual Misconduct of a Student or Employee

In addition to the reporting requirements for Responsible Employees, all College employees who have information regarding sexual misconduct of a student or employee are encouraged to report it to the Title IX Coordinator or any Responsible Employee. Failure of a College employee to report sexual misconduct will subject the employee to discipline, up to and including discharge, except where the victim has requested confidentiality and reporting is not otherwise legally required.

VIII. Other Procedures for Making a Report of Sexual Assault or Other Sexual Violence, Dating Violence, Domestic Violence or Stalking

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the local police. Campus Police will assist any victim who wants to make an investigative report. Campus Police will also assist any victim with notifying the police department where the incident occurred if they so desire. A victim can contact the Campus Police Department by calling 618-985-5550 or dial “0” from a campus phone. In the event of an emergency situation, a victim or observer should call 911 for assistance.

Campus Police has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Victims should contact the Title IX Coordinator or a Deputy Title IX Coordinator.

After an incident of sexual assault, the victim should consider seeking medical attention as soon as possible at the nearest hospital or medical facility. Victims can contact Campus Police for assistance if needed. Medical attention is available 24 hours a day to assist sexual assault victims. See Appendix F – Resource and Referral Options.

In Illinois, evidence may be collected even if the victim chose not to make a report to law enforcement. If the complainant desires full confidentiality, he/she should speak with a confidential Counselor, a clinic nurse, or an off-campus victim advocate. The College provides confidential individual counseling for students and employees. Individuals may choose to make a confidential report with them. Campus Police does take third party reports. With the victim's permission, the confidential Counselor may file a report on the details of the incident without revealing the victim's identity to the Campus Police. The purpose of a confidential report is to attempt to comply with the victim's wish to keep the matter confidential while taking steps to ensure the safety of the victim and others. If the College honors the request for confidentiality, the victim must understand that the College's ability to meaningfully make accommodations, investigate the incident and pursue disciplinary action against the alleged offender(s) may be limited. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence to prove the criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigators or the police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with someone and taking steps to preserve evidence in the event that the victim changes his/her mind at a later date.

IX. Interim Measures

The College will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- Provide other security and support, which could include the College obtaining a no-contact order, helping to change working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or law enforcement and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any Title IX investigation or in a disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of sexual misconduct campus-wide, reports of such incidents (including non-identifying reports) will also prompt the College to consider broader remedial action- such as increased monitoring, supervision, or security at locations where the reported incident occurred; increasing education and prevention efforts, including targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

X. Miscellaneous

- A. Take Back the Night and other public awareness events, such as candlelight vigils, protests, survivor “speak outs” or other forums in which students disclose incidents are not considered notice to the College of sexual discrimination, harassment or misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College may provide information about students' Title IX rights at these events
- B. Electronic Reporting: Although the College encourages victims to talk to someone, the College provides for an online system for electronic reporting for use by victims or bystanders. The system will notify the user (before s/he enters information) that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Electronic reports can be filed via the College’s email system, and callers will generally receive a response within 12 hours with a list of available resources absent an emergency. See Appendix F – Resource and Referral Options for email address.
- C. Anonymous Reporting: The College also provides for an anonymous reporting system for victims or bystanders. See Appendix F - Resource and Referral Options for phone number.
- D. Off-Campus Counselors and Advocates: Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form. Contact information for such off-campus resources is at Appendix F - Resource and Referral Options.

Note. While off-campus counselors and advocates may maintain a victim's confidentiality vis-a-vis the College, they may have reporting or other obligations under state law. Clery Act Reporting Obligations: Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act," 20 USC 1092(f)). The College maintains a public crime log and publishes an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic violence, and stalking). Security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The Clery Act also requires the College to issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees.

XI. Title IX Complaint Investigation Procedures

A. Formal Investigation Process

1. Initiation of Investigation by Title IX Coordinator: Upon receipt of a complaint of sexual misconduct under this Policy by a student victim or complainant, the Title IX Coordinator will appoint a trained investigator who will initiate a prompt, fair, and thorough investigation. The investigation will be coordinated by the Title IX Coordinator and/or one of the Deputy Coordinators (if a student), and the College will generally conclude the investigation within 60 calendar days or less. Where the allegations are complex or other factors delay the investigative process, an extension may be granted by the Title IX Coordinator.

With respect to sexual misconduct complaints that relate to a College employee, the Title IX Coordinator and Department of Human Resources will manage the investigation into the allegations made against the College employee and will recommend appropriate sanctions against the College employee. If the investigation involves both an employee or third party and a student, the Title IX Coordinator, Department of Human Resources, and

a Deputy Coordinator will jointly manage the investigation.

2. Interim Measures Provided: During the investigation, the Title IX Coordinator and/or a Deputy Coordinator (as applicable) will determine whether the victim and/or complainant receives interim measures as set forth above, and will advise the victim and/or complainant of the right to file a complaint with College Police or law enforcement agencies.
3. Notice to Respondent of Allegations: Generally, within 10 business days of receipt of a complaint by the Title IX Coordinator, the respondent will be given written notice of the general allegations against him/her (unless release of the evidence would endanger the health or safety of victim(s) or witness(es)).
4. Due Process Rights of Victim and/or Complainant and Respondent
 - a. The victim and/or complainant and respondent will each be afforded the right to present information and witnesses relevant to his or her case.
 - b. When the victim and/or complainant or respondent is requested to appear at an investigatory meeting or proceeding related to a complaint, he or she may be accompanied by an advisor. An advisor is defined as a family member, peer, staff/faculty member of the College, or a union representative. It does not include legal counsel or an attorney at law.
 - c. If the respondent is a College employee, then the College may follow any employee misconduct investigation procedures outlined in other applicable employee policies or collective bargaining agreement.
 - d. Evidence Considered: A trained investigator(s) will interview and receive evidence from the victim, complainant, respondent, and any witnesses identified during the course of the investigation. The victim's prior sexual history with anyone other than the respondent will not be considered during the investigation or any proceeding related to a complaint. The mere fact of a current or previous consensual dating or sexual relationship between the victim and respondent does not itself imply consent.
5. Preservation of Evidence: Any physical evidence gathered by the investigator will be preserved by Campus Police.
6. Concurrent Criminal Investigation: The existence of a concurrent criminal investigation by law enforcement agencies will not necessarily delay or interrupt the investigation procedures outlined herein. However, the law enforcement agency may request that the College investigation be temporarily suspended. In such cases, the College will evaluate the law enforcement agency's request to determine whether and for how long to suspend its investigation.
7. Report of Investigation: At the conclusion of the investigation, the trained investigator will prepare a thorough report outlining the complaint, investigation conducted and all relevant evidence obtained; the investigator's conclusions with an explanation of reasoning and/or support for such conclusions; and recommendations for sanctions or other remedial action as appropriate. The investigator will submit his/her report to the Title IX Coordinator and a Deputy Coordinator (if a student is involved).

B. Determination

1. Determination: For student cases, the Title IX Coordinator and/or Deputy Coordinator (as appropriate) shall review the investigator's report, and all evidence gathered to determine whether the student engaged in sexual misconduct in violation of College policy. The

determination of violations shall be made based on the preponderance of evidence, meaning whether it is more likely than not that this policy was violated.

For employee cases, the Title IX Coordinator will determine whether the employee engaged in sexual misconduct in violation of College policy.

2. Notice to Respondent: Generally, within seven (7) business days after receipt of the investigator's report (or some reasonable extension thereof), the Title IX Coordinator or the Deputy Coordinator will notify the student via certified mail, return receipt requested, of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct, this notification will also advise the student respondent of
 - a. Disciplinary sanctions; and
 - b. If a student, the right to appeal the determination and sanctions in accordance with the Appeal Procedures set forth below.

Employee respondents may follow any appeal or grievance process under any other applicable College policies.

3. Notice to Victim and/or Complainant: Concurrently with the notice provided to respondent, the Title IX Coordinator or Deputy Coordinator (for students) will notify the victim and/or complainant of his/her determination. If the Title IX Coordinator or Deputy Coordinator determines that the respondent has violated the College's prohibition of sexual misconduct, this notification will also advise the victim and/or complainant of:
 - a. Any individual remedies offered or provided to the victim and/or complainant,
 - b. Disciplinary sanctions imposed on the respondent that directly relate to the victim and/or complainant,
 - c. The right to appeal the determination and sanctions in accordance with the Appeal Procedures below: and

C. Sanctions, Protective Actions, and Remedies

1. Sanctions: Students who have violated the College's prohibition on sexual misconduct are subject to any sanctions set forth in the College's Code of Student Conduct or other Program policies, up to and including expulsion.

College employee respondents who have violated the College's prohibition of sexual misconduct will be subject to disciplinary action up to and including termination.

2. Protective Actions: The College may take protective measures as appropriate, including no-contact orders, trespass notices, or other protective measures. College Police will enforce court-ordered no-contact, restraining, and/or protective orders to the fullest extent.
3. Remedies: The College will administer remedies for the victim and/or complainant depending upon the specific nature of the complaint. In addition, the College may administer remedies for the College community as a whole.

Remedies for the victim and/or complainant may include, but are not limited to:

- Assisting the victim and/or complainant to change his/her academic and/or work environment if requested and if reasonably available;
- Providing an escort to ensure that the victim and/or complainant can move safely between classes, work and/or activities;

- Ensuring that the victim and/or complainant and the respondent do not attend the same classes;
- Identifying counseling services;
- Identifying medical services;
- Providing academic support services, such as tutoring;
- Arranging for the victim and/or complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim and/or complainant's academic record; and
- Reviewing disciplinary actions taken against the victim and/or complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim and/or complainant being disciplined.

Remedies for the College community as a whole may include but are not limited to.

- Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students and employees affected by sexual discrimination, harassment, and/or misconduct;
- Designating an individual from the College's counseling center to be available to assist victims of sexual discrimination, harassment and/or misconduct whenever needed;
- Developing materials on sexual discrimination, harassment, and misconduct for campus-wide distribution to students, employees, and/or third-parties;
- Creating a committee of students and College officials to identify strategies for preventing and addressing sexual discrimination, harassment and misconduct; and
- Conducting periodic climate surveys to identify how students and employees perceive and experience sexual discrimination harassment and misconduct at the College.

XII. Title IX Appeal Procedures for Student Victims and/or Complainants and Student Respondents

A. Appeal Request

A victim and/or complainant or a student respondent who wishes to appeal the decision reached by the Title IX Coordinator or his/her designee at the conclusion of a formal investigation must submit a written request for appeal to the Appeal Board (AB). This request must be submitted to the Title IX Coordinator within 10 business days after receipt of the Title IX Coordinator/Deputy Coordinator's letter of determination. The appeal request must be typewritten, must indicate if the requestor wishes to appear in person before the AB, and must state the grounds for appeal. Appeals must be made on the basis of one or more of the following grounds:

1. Procedural error was committed.
2. The finding of facts contained in the decision included inaccurate information.
3. Specific evidence considered during the investigation is objectionable
4. Evidence not offered during the investigation is now available. In such cases, the new evidence must be described.
5. The sanction imposed is lenient, excessive, or otherwise inappropriate.

Within 10 business days after receipt of the appeal request, the Title IX Coordinator or his designee will decide whether to grant the appeal based on whether the appeal meets one of the above-enumerated grounds for appeal and shall inform the appellant by certified mail, return receipt request. If the appeal is granted, the matter will be referred to the AB, and the Hearing Procedures for the AB set forth below will be followed. In the event of an appeal, the decision(s) of the AB will be final in all cases, other than for cases resulting in a recommendation for suspension or expulsion. In the event a student victim and/or complainant or a student respondent does not appeal within the required 10 business day period, the decision of the Title IX Coordinator and/or Deputy Coordinator will be final.

If the victim or respondent is a College employee, then any employee misconduct appeal procedures are as outlined in other applicable College policies, including grievance procedure.

B. Establishment of the Standing AB

A standing AB will hear cases and make recommendations on appropriate disciplinary cases referred to it or appealed to it by student victims, complainants and/or students who are the subject of disciplinary actions involving disciplinary suspension and expulsion. The AB will be established each fall, and each member shall receive training as required by law. It will be composed of the following persons to be appointed by the College President:

- Dean for Student Services
- Dean for Academic Affairs
- Dean for Financial Operations
- Associate Dean for Education Technology (alternate)
- Associate Dean for Admissions (alternate)

None of the above-named persons may sit in any case in which they have a direct personal interest or played a role in the underlying investigation. Decisions in this regard will be made by the AB as a whole. The College President may appoint interim members as required.

C. Hearing Procedures for the AB

1. The hearing will be closed to the public.
2. The victim and/or complainant and respondent shall each be entitled to appear in person with an advisor (as defined above) and present his/her case to the AB, and call witnesses in his/her behalf.

When requested by the victim, the AB shall make arrangements so that the victim and respondent do not have to be in the same room at the same time (such as by arranging for participation via videophone, closed circuit television, video conferencing, or other means).

3. The hearing will begin with a presentation by the Title IX Coordinator/Deputy Coordinator of his/her determination, followed by a presentation by the appellant. The appellee may present his/her case as well.
4. The Title IX Coordinator/Deputy Coordinator, appellant and appellee may present information in oral and written form, by witnesses and/or through documents. The parties will be given an opportunity to question witnesses, except that the respondent may under no circumstances personally or through his/her advisor question the victim.

5. The AB reserves the right to hear the testimony of witnesses separately so that the witnesses will not hear each other's testimonies.
6. Pertinent and relevant information will be reviewed by the AB without regard for the legal rules of evidence.
7. The Title IX Coordinator/Deputy Coordinator, appellant, and appellee may make closing statements at the conclusion of the hearing on both the issue of misconduct and the issue of the recommended discipline.
8. An audio recording of the proceedings will be created, and a record will be made available to either party upon request.
9. The AB will render its written decision within 10 business days after the hearing, absent extenuating circumstances. The decision will be to affirm, reverse, or modify the Title IX Coordinator/Deputy Coordinator's determination as to the violation of College policy and the sanction imposed (if any).
10. If a student respondent is found not to have engaged in sexual misconduct in violation of College policy, and if coursework has been missed as a direct result of the action taken against the student respondent, appropriate action will be taken to assist the student respondent in completing the course(s).
11. In all cases other than suspension or expulsion, the decision of the AB is final.
12. If the decision of the AB is to suspend or expel the student respondent, that decision will be transmitted to the Vice President for Instructional Services. The student respondent will then have two business weeks after the decision to appeal to the Vice President for Instructional Services via the grievance procedure. The appeal/grievance will consist of the student respondent's written statement of disagreement with the decision and argument for reversal, relevant documentation, and the recording or transcript of the AB hearing. The Vice President for Instructional Services will review relevant information before making a decision. The Vice President for Instructional Services will render a decision to uphold the suspension or expulsion or to take other appropriate action.

XIII. Procedures Governing Complaints Solely Involving Employees and/or Third Parties

An employee or third party should notify the Title IX Coordinator/Vice President for Instructional Services if he or she believes that the College, its employees or agents have engaged in sexual misconduct in violation of Board Policy.

The Title IX Coordinator/Vice President for Instructional Services will address the complaint promptly and thoroughly as follows:

A. Filing a Complaint

An employee or third party (hereinafter "Complainant") who wishes to avail him or herself of this procedure may do so by filing a complaint with the Title IX Coordinator/Vice President for Instructional Services or his or her designee. The Title IX Coordinator/Vice President for Instructional Services will request the Complainant to provide a written statement regarding the nature of the complaint and will request a meeting with the Complainant. The Title IX Coordinator/Vice President for Instructional Services shall assist the Complainant as needed.

B. Investigation

Each complaint shall be investigated promptly, thoroughly, impartially, and as confidentially as possible. The Title IX Coordinator/Vice President for Instructional Services or his or her

designee will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. As a general rule, all complaints will be investigated, even when the Complainant requests that nothing be done. The investigator will inform potential complainants, complainants, and witnesses that the College prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint.

XIV. Training, Prevention, and Education

A. For Students and Employees

The College will review on an ongoing basis, its sexual misconduct prevention and education programming to ensure students and employees are provided substantive opportunities for training annually to learn about sexual misconduct including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor strategies, the impact of trauma-relevant definitions, and other pertinent topics. Students will also receive a copy of this Policy and the related protocols.

B. For Employees

The College will also provide annual survivor-centered and trauma-informed training to employees involved in: the receipt of a report of a student sexual violence; referral or provision of services to a survivor; any campus complaint resolution procedure for sexual violence.

XV. Training for Designated Employees

The Title IX Coordinator, Deputy Coordinators, College Police, Responsible Employees, investigators, victim advocates, counselors, legal counsel and anyone else involved in responding to, investigating or adjudicating sexual misconduct incidents must receive education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures confidentiality requirements relevant College policies and procedures, retaliation the impact of trauma, relevant definition, and other pertinent topics. The College will annually review its training offerings to identify ways in which to enhance its effectiveness.

XVI. Publication

The College shall prominently publish on its website, timely update and make available: its comprehensive policy; student notification of rights, contact information for Title IX coordinators; confidential resources and advisors and counseling services; and an explanation of responsibilities of Title IX coordinators, responsible employees; campus Police officials and mandated reporters.

XVII. Task Force

The College will also establish a campus-wide task force or participate in a regional task force focused on improving coordination between community leaders and service providers to prevent sexual violence. The task force shall meet a minimum of twice per year.

XVIII. Reporting

The College will comply with all reporting requirements established by the Board of Higher Education Act and the Preventing Sexual Violence in Higher Education Act.

Section 3 – Harassment (Board Policy 8312)

A. General

John A. Logan College does not tolerate harassment of or by a student at any time. In addition to being against federal and state law, harassment runs counter to the College's objective of providing an academic atmosphere free of exploitation or intimidation.

B. General Definition of Sexual Harassment

For the purpose of this policy, sexual harassment means:

1. any unwelcome sexual advances or requests for sexual favors made by a student of the College to another student in connection with any academic, educational, extracurricular, athletic, and other programs of the College whether those programs take place in a school's facilities where the College has a contractual agreement for housing, transportation, or training programs sponsored by the College at another location, or elsewhere; or
2. any unwelcome sexual advances or requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature made by a representative of the College to a student; or
3. any conduct of a sexual nature exhibited by a College student toward another student or College employee in an educational setting, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive atmosphere; or
4. any conduct of a sexual nature exhibited by a College employee toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile or offensive atmosphere, including offensive gender-based comments in the classroom; or
5. when a College representative explicitly or implicitly makes the student's submission to such conduct a term or condition of, or uses the student's submission to or rejection of such conduct, as a basis for determining any right or benefit accruing to him or her as the result of being a student, including such things as admission, performance, assignments, fees, extra-curricular activities, etc.; or
6. sexual violence is a form of sexual harassment and is prohibited by Title IX. Sexual violence refers to physical, sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Section 4 - Corrective Action

The College will take whatever action is necessary to stop, correct, prevent, or discipline behavior that violates nondiscrimination and sexual harassment policies. Disciplinary action may include but is not limited to, oral or written warnings, demotion, transfer, expulsion, suspension, probation, reprimand, remedial warning or dismissal for cause.

A. Reporting of Sexual Harassment

Any student who alleges that she or he has been a victim of illegal discrimination or sexual harassment is encouraged to report such conduct directly to the dean for academic affairs. The dean will confer with the student in reference to any additional appropriate steps that need to be accomplished in order to alleviate any alleged conduct and to take appropriate disciplinary action.

Section 5 –Discrimination/Equal Opportunity Grievance/Complaint Policy for John A. Logan College Students (Board Policy 3512)

A. STATEMENT

1. As stated in Board Policy 3510, John A. Logan College is committed to equal access and equal opportunity for all students.
2. The College has established grievance/complaint procedures for the prompt and equitable resolution of student grievances/complaints. Students who believe that they have been a subject of discriminatory conduct by the College or one of its employees are encouraged to use the grievance/complaint procedure established below. These procedures also apply to Title IX (gender equity), Title VI (minorities), and Section 504 (disabilities) grievances/complaints. A student who believes he or she has been discriminated against because of race, religion, color, national origin, ancestry, marital status, citizenship status, disability unrelated to the essential job functions, age, order of protection status, arrest record, sexual orientation (including gender-related identity), military status, unfavorable discharge from military service, language, pregnancy or genetics is also entitled to file a with one or more of the following:

Human Rights Commission William G. Stratton Office Building Suite 802 Springfield, Illinois 62706 Tel: (217) 785 - 4350 TDD: (217) 557 - 1500 Fax: (217) 524 - 4877	Illinois Department of Human Rights Springfield Office 222 South College Room 101-A, Intake Unit Springfield, IL 62704 TEL: (217) 785-5100 TTY: (866) 740-3953 FAX: (217) 785-5106	EEOC Chicago District Office 500 West Madison Street Suite 2000 Chicago, Illinois 60661 Phone: 1-800-669-4000 Fax: 312-869-8220 TTY: 312-869-8001
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The Office for Civil Rights
U.S. Department of
Education
Citigroup Center
500 W. Madison Street,
Suite 1475
Chicago, IL 60661-4544
Telephone: (312) 730-1560
Facsimile: (312) 730-1576

B. GRIEVANCE/COMPLAINT PROCEDURE REGARDING STUDENT BEHAVIOR

1. Any student who believes that he or she has been a victim of illegal discrimination or sexual harassment by a student should contact the vice-president for instructional services. She or he will weigh the allegation in terms of the nature of the grievance/complaint and standards set forth

in Rights and Responsibilities: A Student Code of Conduct and shall attempt to settle the matter.

2. If attempts to settle the matter informally are unsuccessful, the vice-president for instructional services will initiate hearing procedures as described in Article II, Section 5.C.5, of Rights and Responsibilities: A Student Code of Conduct.

C. GRIEVANCE/COMPLAINT PROCEDURE REGARDING EMPLOYEE BEHAVIOR

Any student who believes that she or he has been a victim of illegal discrimination or sexual harassment by an employee is encouraged to report such conduct directly to the vice-president for instructional services. The vice-president will confer with the student in reference to any additional and appropriate steps that need to be accomplished in order to alleviate any alleged conduct, and to take appropriate disciplinary action.

The following grievance/complaint procedure is designed to provide a student with a prompt and equitable resolution of a grievance/complaint involving discrimination or sexual harassment. This grievance/complaint procedure shall be available to any applicant, as well as any full-time or part-time student who believes that he or she has been a subject of prohibitive discriminatory or harassing conduct by an employee of the College.

Informal Grievance/Complaint against an Employee

Prior to filing a formal written grievance/complaint, students who believe that they have been the victim of discriminatory or harassing conduct by a College employee should when feasible, first seek to clarify or resolve the matter informally with the John A. Logan College employee. If the student does not wish to meet with the John A. Logan College employee, he or she shall have the option to meet with the employee's immediate supervisor. At this time, all efforts will be made by the student, faculty, or staff member, and the immediate supervisor to resolve the issue.

Should the student grievance/complaint not be resolved through the informal grievance/complaint procedures specified above, the student may then file a formal grievance/complaint in accordance with the procedures established below.

Formal Grievance/Complaint

1. If the informal process has not resolved the issue, the aggrieved student may, within ten (10) calendar days after conclusion of the informal process, file a Formal Student Grievance/Complaint Form with the vice-president to whom the John A. Logan College employee cited in the grievance/complaint reports.
2. The formal grievance/complaint shall be in writing, and must include the following:
 - a. name, address, student identification number and telephone number of the aggrieved student;
 - b. name and employment position held by the John A. Logan College employee the grievance/complaint is filed against;
 - c. date(s) of the alleged incident(s) involving the College employee;
 - d. a brief written description of the alleged improper conduct, along with any supporting

documents or statements;

- e. names of persons who are witnesses to the conduct, or names of persons who have evidence to support the student's grievance/complaint; and
- f. remedy sought;
- g. date submitted; and
- h. complainant's signature.

3. The vice-president shall, upon receipt of the grievance/complaint:

- a. Provide a copy of the formal grievance/complaint to the John A. Logan College employee who is mentioned in the grievance/complaint, and direct him or her to file a written response to the same within ten (10) calendar days. Upon receipt of response to the grievance/complaint, the vice-president shall provide a copy of the same to the student.
- b. Conduct an impartial investigation of the grievance/complaint.
- c. Convene an impartial committee appointed by the appropriate vice-president for the purpose of considering the student grievance/complaint.
- d. Establish a date for the Grievance/Complaint Committee to hear the evidence on the grievance/complaint.

4. The chairperson of the College's Grievance/Complaint Committee shall act as the hearing officer on the formal grievance/complaint.

5. The following hearing procedures will normally be used:

- a. In order for the College to comply with Title IX standards, the College will use a preponderance of evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred) when resolving grievances/complaints.
- b. The hearing shall be closed to the public or general student body.
- c. The student and the John A. Logan College employee shall both be allowed to be present throughout the taking of evidence, and shall be entitled to have an advisor or representative present throughout the same.
- d. The hearing officer and the Grievance/Complaint Committee shall accept all relevant evidence, including testimony and/or documents, presented first by the student and then by the John A. Logan College employee.
- e. Formal rules of evidence shall not be used.
- f. Witnesses by either party shall be excluded from the hearing except when called to present evidence.

- g. The hearing officer may have the College's attorney present throughout the hearing.
- h. Conduct disruptive to the hearing process will not be tolerated. The hearing officer may terminate or recess any hearing that becomes disruptive to the process.

The hearing officer and the Grievance/Complaint Committee, after receipt of all relevant evidence, shall close the hearing, and render a recommendation in writing to the appropriate vice-president within five (5) calendar days. The recommendation shall include the reason(s) for the committee's recommendation and any corrective action to be implemented.

- 6. The vice-president will render a decision in writing to the student and to the John A. Logan College employee within five (5) calendar days after receiving the recommendation from the John A. Logan College Grievance/Complaint Committee.
- 7. Either the student or the John A. Logan College employee shall have the right to appeal any decision to the president of the College, in writing, within ten (10) calendar days of the receipt of the vice-president's decision.
- 8. The president's decision shall be final and binding, and shall be based upon the record from the previous decision appealed, and not based upon the taking of additional evidence unless he or she determines that additional evidence is necessary. Unless otherwise agreed upon, or unless the president determines additional evidence is necessary, he/she shall render a decision, in writing, to the parties within thirty (30) calendar days of the receipt of the appeal.
- 9. No student shall be adversely affected by filing a grievance/complaint. Any student who feels he or she has experienced retribution resulting from a grievance/complaint should contact the vice-president for instructional services.

Section 6 – Student Grievance/Complaint (Board Policy 8316)

John A. Logan College is committed to continuously improving academic and non-academic support services and recognizes that student complaints are helpful in fulfilling this commitment. The College systematically addresses and documents student complaints in a timely manner.

Article III - Academic Regulations

Section 1 - General Administrative Responsibility

The vice-president for instructional services has administrative responsibility for establishing procedures which are necessary to fulfill the intent of these policies. Administrative procedures are available on request from the vice-president for instructional services. The vice-president for instructional services shall establish such administrative procedures as will enable the Academic Progress Review and Health Professions Review Committees to carry out their duties.

Section 2 – Student Attendance Policy (Board Policy 8410)

The student attendance policy for each class will be determined by the instructor, and it will be the student's responsibility to comply with the policy for each class and/or program. No central attendance records, other than those required by state and federal regulations, are reported.

Section 3 – Excused Student Absences (Administrative Policy 805)

Supervised College Functions

Students are allowed to make up work for classes missed while on a scheduled, supervised College trip or function. In no instance will a student be penalized for an excused absence. This policy applies to but is not limited to, attendance, exams, tests, quizzes, and any other grade-determining criteria regardless of their name or method of administration.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence of regularly scheduled events. In the case of a rescheduled activity, an appropriate form will be placed in the instructor's mailbox the day of the event. The form will carry the official College seal, and any form without the seal should not be accepted.
2. The student should request from the instructor work that can be made up prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be made up at a time mutually agreed upon by the student and the instructor.
4. If the work is not completed, due to absences while participating in extracurricular activities, the student will be given an "incomplete" grade and will have one semester to complete the course.
5. To help prevent excessive absenteeism, those staff members responsible for scheduling student activities and athletic events should make every effort to schedule trips away from campus when they are least likely to affect class attendance.

Other Excused Absences

Students are expected to attend all scheduled class periods for the courses in which they are enrolled unless they are participating in a scheduled, supervised College trip or function or unless they have been called for military duty, jury duty or subpoenaed as a witness during regular school days. Because there is no set number of acceptable absences, students should refer to their course syllabi for attendance requirements.

A student who has extensive absences due to illness, hospitalization, or a death in the family, should notify his or her individual instructors when possible, or if necessary, the dean for academic affairs.

Students will be allowed to make up work for classes missed due to:

- a scheduled, supervised College trip or function
- a death in the immediate family
- military obligations
- jury duty
- serving as a witness in court

Students should personally notify an instructor *prior to* an absence unless the instructor specifies that another College staff member (e.g., a club sponsor, coach, activities director) may notify him or her of the student's prospective absence. Students who have been summoned for jury duty must present a copy of the official notification or the subpoena to the instructor prior to the absence.

Procedures for implementing this policy are as follows:

1. The student will notify the instructor in person not later than one class meeting prior to the absence.
2. The student should request from the instructor work to be completed prior to the absence.
3. Examinations and other assignments that cannot be done prior to the absence will be completed at a time mutually agreed upon by the student and the instructor. This should be done no later than the end of the semester.
4. Students who fail to complete class work due to absences while participating in College-sponsored extracurricular activities will be given an incomplete grade and will have one semester to complete the course. Students who are absent due to military call up will also be given an incomplete grade and will have one semester to complete the course after their return.

Section 4 – Student Withdrawal Procedures (Administrative Procedure 821)

Student-Initiated Withdrawal: Students who do not wish to continue in a course are responsible for officially withdrawing or dropping the course from their student schedule. To do so, they should drop the course through the Student Portal or contact their academic advisor for assistance.

* Students who fail to drop during the designated drop-period at the beginning of the semester as outlined in the Instructional Calendar and Schedule of Classes will not be eligible for a refund of tuition and fees and may receive a failing grade for the course.

* Students may formally withdraw from a class during the designated period outlined in the Instructional Calendar and the Schedule of Classes in order to receive a grade of "W". The "W" grade is not used in the calculation of the student's grade point average, however, it may negatively impact a student's eligibility to receive financial aid. Students should contact the Financial Aid Office with questions concerning eligibility.

* Students who withdraw from a class may register for that class again in a subsequent semester.

Administrative Withdrawal: John A. Logan College reserves the right to administratively withdraw a student for disciplinary reasons as outlined in the Rights and Responsibilities: A Student Code of Conduct. The College may also withdraw a student who fails to meet the financial obligations of attendance.

Faculty-Initiated Withdrawal: Instructors reserve the right to withdraw students from their classes at any point in the semester due to plagiarism, cheating, or other conduct violations. Further, they reserve the right to withdraw a student from class during the withdrawal period due to excessive, unexcused absences as outlined below and in the syllabus.

Traditional Classes: In a traditional 8 or 16-week class, “withdrawal” grades may be assigned at the time a student has missed the equivalent of one consecutive week of class without approval from the instructor concerning the absences. (For example, in an 8-week class that meets four times per week, a student could be withdrawn after being absent two consecutive class periods.)

Online and Hybrid Classes: In a 16-week online/hybrid class, a “withdrawal” grade may be assigned when the student has not participated in the course for 10 days, as indicated by course activity reports. In an 8-week or less course, a student may be withdrawn after failing to participate for 5 days. Logging into the course is not sufficient to be considered participation. Participation for online and hybrid courses is defined as an active process and may include: posting/sending assignments to the drop box or instructor’s email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and participating in some manner that is approved by the instructor.

Administrative Procedure to Withdraw a Student:

* The appropriate College administrator or faculty member will notify the Admissions and Records Office in writing or through email requesting the student be withdrawn. Once the documentation is received, the student will be formally withdrawn from the course.

* The student will then receive email notification of the withdrawal from the Admissions and Records Office. The notification will outline the student’s appeal options if they wish to re-enroll in the course.

* If a student wishes to challenge a “withdrawal” grade, they will have due process as with the appeal of any other grade. Such students should obtain a Special Exemption Form from the Admissions and Records Office and submit the appeal to the Office of the Dean for Student Services (Article III, Section 2 of the Rights and Responsibility: A Student Code of Conduct handbook.)

* A faculty member granting a student’s appeal to be re-enrolled in a course must notify the Admissions and Records Office in writing or through email. The office will then officially re-enroll the student.

* “Withdrawal” grades may not be issued after the last day to drop a course for the semester as noted in the Instructional Calendar.

Section 5 - Classroom Decorum

- A. In order to provide a classroom environment that is conducive to teaching and learning, behavior (conduct or comments) which is disruptive to this environment will not be tolerated.

Students are also expected to maintain proper classroom decorum as pertains to miss use of personal electronics devices and mobile devices.

- B. If an instructor determines that a students’ continual presence would unduly disrupt the learning process or endanger the physical well-being of other persons lawfully in the area, the following options are available to the instructor:
1. remove the student from the classroom and prior to the student returning, enter into a course re-entry agreement with the student (Appendix A); or
 2. recommend to the vice-president for instructional services the permanent removal of the student from the class by administrative withdrawal.

In addition to the rules and behavior contained in this handbook, faculty members are authorized to establish reasonable rules of classroom conduct and decorum. Students who violate these rules may be subject to administrative withdrawal—dropped from a class with a grade of “W” without a refund of tuition (see Appendix A).

The following programs have established guidelines for individuals accepted and enrolled in these areas of study:

Cosmetology	Dental Assisting	Dental Hygiene
Massage Therapy	Medical Assistant	Nursing
Diagnostic Medical Sonography		

Section 6 - Grades

A. Grading System (Board Policy 8231)

The academic year is divided into two semesters. The College also has a shortened summer term. Course credits are recorded in semester hours. The number of credit hours in each course is shown in the course descriptions in the *College Catalog*. For enrollment verification purposes, a student must be enrolled in twelve credit hours (six hours during the summer term) to be classified as a full-time student. To be classified as part-time, a student must be enrolled in at least six credit hours (three hours during the summer term). In order to enroll in more than eighteen credit hours during a semester (eight hours during the summer term) a student must have permission from the dean of student services

Grading System

A	Excellent	4 grade points
B	Good.....	3 grade points
C	Average	2 grade points
D	Poor.....	1 grade point
F	Failing.....	0 grade points

INC Incomplete. May be made up at the discretion of the instructor. The maximum time for making up an “INC” is one semester; otherwise, the student must repeat the course in order to gain credit. The incomplete grade will convert to an F if not completed by the end of the following semester, excluding summer semester.

- W Authorized withdrawal no later than the last day of the fifteenth week of the semester. No grade points/no credit.
- AU Audit. No credit.
- R Denotes repeat course.
- P Pass (credit but no grade points).
- CR Denotes credit earned but no grade points awarded.

Course Repeat Policy

A student may repeat a course only one time in an attempt to improve a grade for a given course. In instances where a student repeats a given course, both courses will be recorded on the student's transcript. The higher of the two grades will be recorded on the transcript and used in computing the cumulative grade-point average.

B. Appeal of Course Grade

A final course grade may be appealed if the student believes the grade is inaccurate or inappropriate for any of the following reasons:

1. if the grade was given for non-academic reasons;
2. if inconsistent grading standards were used to grade members of the same class;
3. if the instructor altered the grading procedure established in the course syllabus;
4. if the instructor deviated from his/her grading policy as established in the course syllabus;
5. if an explanation of the method for determining the grade was not given;
6. if the final grade was lowered because the student missed an examination due to a pre-approved College function, and was not permitted to make up the exam; or
7. if the grade was improperly computed.

C. Grade Appeal Procedures

1. It is strongly recommended that the student contact the instructor to verify the correctness of the grade.
2. If the student wishes to pursue an appeal, he or she should complete the Student Grade Appeal Form (see Appendix B). Attach to the form a copy of the course syllabus, as well as copies of any other documents that support the appeal; such as graded exams, assignments, transcripts, etc. Students should forward original copies of pertinent information and also make and retain separate copies for their own files. *The student should be prepared to demonstrate that the grade given was not accurate or was not appropriate.*

3. The completed form and other documents should be submitted to the department chair or associate dean within 15 calendar days of the start of the next semester (see Appendix B, Student Grade Appeal Form for listing of Offices to Contact for Student Grade Appeals).
4. The student will receive a written response within 10 calendar days. If the appeal is determined by the administrator to have merit, it will be forwarded to the dean for academic affairs. At this time, the instructor is contacted and asked to provide written justification for the grade. The dean will decide within 10 calendar days whether to:
 - a. support the existing grade,
 - b. support the appeal and submit a Change of Grade form, or
 - c. forward the appeal to the vice-president for instructional services.

The student will be notified of the dean's decision in writing.

5. If either the student or the instructor is dissatisfied with the dean's decision, a written appeal to the vice-president for instructional services may be taken within 5 days of the receipt of that decision.
6. The vice-president shall, within 10 calendar days of the receipt of the appeal, convene a meeting of the College's Grade Appeal Committee for the purpose of considering the appeal.

The Grade Appeal Committee will meet to review the appeal and decide to support the existing grade, or support the appeal and submit a Change of Grade form. The student will be notified of the Committee's decision within 10 calendar days of the review.

7. The president and Board of Trustees, in that order, may, at their option, consider the appeal further. Such appeal must be made in writing to the president, or Board of Trustees, in that order, by the student within 10 calendar days from the last response to the appeal or the last attempt to appeal.

Section 7 - Accepting Advanced Placement Credit (Board Policy 8241)

A student may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, a student must earn a minimum score of 3, 4, or 5. The credit does not carry a grade or grade points and is not calculated into the student's grade point average. It is the student's responsibility to submit his/her scores to the Office of Admissions and Records. It is up to the College to determine if the awarded credit is used to satisfy elective, general education, or major credit.

The credit and advanced placement will be granted in accordance with the College Board and National Merit Scholarship's AP scoring guidelines.

Section 8 - Transferring Credit to John A. Logan College (Board Policy 8242)

Accepting Transfer Credit:

- John A. Logan College will only accept college-level credits from regionally accredited institutions as recognized by the American Association of Collegiate Registrars and Admission Officers (AACRAO) and the Transfer Credit Practices guide. Regionally Accredited Institutions, in this case, includes institutions in candidacy status.

- The State Seal of Biliteracy posted to a student's high school transcript will be evaluated as equivalent to two years of foreign language coursework at the college level. Credit granted will be based on foreign language course equivalencies. The student must formally request credit be awarded and applied to the college transcript within three academic years of high school graduation.
- A student may earn a maximum of 15 credit hours through Advanced Placement Examinations. To receive credit, a student must earn a minimum score of 3, 4, or 5. It is up to the College to determine if the awarded credits are used to satisfy elective, general education, or major (program) credit.
- University/college coursework completed outside the United States must be submitted to an organization that specializes in evaluating foreign transcripts. John A. Logan College recommends use of Educational Credential Evaluators (www.ece.org) or Educational Perspectives (www.edperspective.org) from an official evaluation of earned foreign credentials.
- International Baccalaureate (IB) test scores may be accepted for advanced credit. Students who have taken tests may submit their scores to the Office of Admissions and Records for evaluation by appropriate departments. For scores of 4 or higher for IB diploma program subjects, credits will be accepted and evaluated to determine applicability toward degree requirements as elective, general education or major (program) credit. The amount of credit that may be awarded is subject to the same limitations as credit for advanced placement.

Accepting Military Credit:

- Credit hours will be granted for military service according to the guidelines established by American Council on Education (ACE). ACE publishes evaluations and recommendations for credit for Ratings or Military Occupational Specialties (MOS) training.
- Decisions concerning acceptance of military credit as equivalent to a John A. Logan College courses will be determined by the Office of Admissions and Records. When necessary, a military course or prior learning experience credit(s) will also be reviewed by a faculty member responsible for instruction in the appropriate academic disciplines to determine credit to be awarded.
- Articulation decisions will be recorded on the official student record to ensure consistency in application of military credit.
- When the curriculum of an articulated course is updated, the military equivalencies will be reviewed and updated accordingly. Factors such as course content will be considered when making or updating articulation decisions, for example, with regard to technology or medical courses.

Evaluation of Accepted Transfer Credit:

- If a transfer course from another accredited institution earned more credit hours than the equivalent course at John A. Logan College, the student is given full credit for the hours earned at the former institution.
- If a transfer course has fewer credit hours than the equivalent at John A. Logan College, the student will be granted only the number of credit hours earned at the other institution.

- If a course has no John A. Logan College equivalent, the hours earned will be granted as elective hours.
- John A. Logan College acknowledges developmental courses taken at other regionally accredited institutions for prerequisite and placement purposes only.

Section 9 - Satisfactory Academic Progress, Academic Warning, Academic Probation and Academic Suspension (Board Policy 8151)

Satisfactory Academic Progress Requirements

A student is considered to be making satisfactory academic progress if the following conditions are met:

1. Maintain regular class attendance as determined by the instructor.
2. Maintain a cumulative GPA of at least 2.0. A student who fails to maintain the required cumulative GPA will be placed on probation for one semester. Probation is only a warning status. While on probation, the student is eligible for Pell Grants, ISAC monetary awards, scholarships, outside awards, or veteran benefits. If, after the probation semester, the student does not have the required cumulative GPA of 2.0, the student may remain on probation if the semester GPA is at least 2.0. If, after the probation semester, the student does not return to satisfactory academic standing or qualify to remain on probation, the student will be placed on academic suspension.

Academic Suspension

Failure to meet any of the aforementioned procedures will result in academic suspension subject to appeal to the Academic Progress Review Committee. Academic suspension is a state of involuntary separation of the student from the institution for a period of one calendar year.

Appeals Involving the Placement of Students on Academic Suspension

Decisions involving the placement of students on academic suspension, based on the requirements of this section, may be appealed as follows:

1. Instances involving academic suspension may be appealed in writing to the Academic Progress Review Committee through the dean for student services within ten (10) calendar days of the notification by the dean for student services.
2. Appeals shall be heard by the Academic Progress Review Committee.
3. Further appeals may be made within ten (10) calendar days to the vice president for instructional services of the College who may, at his/her option, consider the appeal further.

JALC Satisfactory Academic Progress (SAP)

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state aid. Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress after grades are posted for every term, starting with their first term of enrollment. Some certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program. The policy will become effective with the Fall 2015 semester, which means that it will first be applied when Fall 2015 grades are posted in December 2015.

I. *STUDENT FINANCIAL AID STATUS* <http://www.jalc.edu/financial-aid>

- A. Financial Aid Good Standing – Students who are meeting all aspects of satisfactory academic progress.
- B. Financial Aid Warning Status – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid Ineligible status. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.
- C. Financial Aid Probation Status – Students who have successfully appealed financial aid Ineligible Status are placed in Probation Status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing or meeting the requirements of an academic progress plan. Any student who does not follow the Academic Plan and any additional requirements stated in writing by the Appeal Committee will be placed on Ineligible status. (See “IV. Appeals” for additional information.)
- D. Financial Aid Ineligible Status – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Ineligible Status. Students in Ineligible Status are not eligible to receive financial aid.
- E. Reinstatement- Students may regain satisfactory academic progress after they have enrolled in, paid for, and completed enough courses to bring their cumulative GPA up to at least 2.0 and their cumulative completion rate up to at least 67%.

Students who have been ineligible for academic reasons and are attempting reinstatement should request in writing that they are reinstated after the semester in which reinstatement conditions have been met. The Financial Aid Office is not responsible for automatically reinstating a student who may have met the reinstatement conditions. Students will not be granted reinstatement if the maximum time frame to complete a program has been exceeded. Financial aid eligibility for students who have exceeded the maximum time

frame can be reinstated only if an appeal for reevaluation of maximum time frame has been submitted and approved.

- F. Academic Suspension – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

II. EVALUATING PROGRESS

- A. **Quantitative Standards or Pace of Completion Rate (67% Rule):** Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded, and after grades are posted at the end of each semester, a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned.
- B. **Maximum Hours (150% Rule):** In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental course work are included in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence. Students have 93 attempted hours in which to complete a degree program and 45 attempted hours for a one year or less certificate program. Students who have received a bachelor's degree are also considered to have exceeded the maximum time frame for completion at John A. Logan College.
- B.1. Transfer Students: Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.
- B.2. Second Degree Students: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.
- B.3. Developmental Studies: Developmental courses are considered when evaluating SAP requirements. Students may receive financial aid for a maximum of 30 semester hours of developmental studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawals (W grades) that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on

the student's ability to meet the requirements of the completion rate for financial aid.

- **Incomplete Grades:** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- **Repeated courses** enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed, but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

C. Qualitative Standards

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements. All courses with grades of A, B, C, D, and E are included in this calculation. Transfer credits are excluded.

III. REGAINING ELIGIBILITY FOR FINANCIAL AID

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment. Unless extenuating circumstances exist and an appeal is granted (see "IV. Appeals" for additional information), a student in financial aid ineligible status should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met. Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should contact the Financial Aid Office for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

IV. APPEALS

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid ineligibility status. Students must clearly state what caused the ineligible status and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student's serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another.

Students appealing an ineligible status must:

- Complete the College's SAP Appeal Form in entirety online and submit. The Financial Aid Appeal Form is available on the college's website at:
<https://www.jalc.edu/financial-aid/appeal-form>

Article IV – Regulations Regarding Health and Safety

A. Unsafe Clinical or Practicum Performance

1. Instructor Authority to Remove Students from Clinical or Practicum Situations. John A. Logan College Allied Health Programs have a professional responsibility to remove a student from his/her clinical experience who demonstrates unsafe clinical practice. Further, a student must be removed from his/her clinical experience, when requested by the health care facility, for having violated the rules, regulations, or policies of the health care facility. An instructor may temporarily remove a student from a clinical situation if it is determined by the instructor that the student's continued presence would unduly disrupt the learning process or endanger the physical or psychological well-being of the other students, clinical or practicum employees, patients or clients. If feasible, a temporary removal of a student from a clinic should be communicated orally and in writing simultaneously. The reasons for the removal actions should be clearly stated. If prompt action makes it difficult to communicate orally and in writing simultaneously, then such removals should be followed by a written communication as soon as possible. All such incidents must be reported to the vice-president for instructional services and the appropriate associate dean, coordinator, director or department chair in writing as soon as possible. Any student removed from a class may be readmitted to that class only after conferring with the vice-president for student affairs and community education.

2. Authority of the Vice-President for Instructional Services to Suspend Students from Clinical or Practicum Situations for Unsafe Performance
 - a. Temporary Clinical or Practicum Suspensions. The vice-president for instructional services is authorized to temporarily suspend students from clinical or practicum situations on the basis of student performance judged to be unsafe. Temporary suspensions are limited to three (3) consecutive school days. Suspensions for more than three (3) consecutive school days shall be made by the vice-president for instructional services.

 - b. Suspensions from Clinical or Practicum Situations for Unsafe Clinical or Practicum Performance. This is a sanction of involuntary separation of the student from a class involving a clinical or practicum situation for a definite period of time by the vice-president for instructional services for unsafe performance as defined in Article IV. A student may be suspended under this provision only on a recommendation of the instructor, the chair of a department, the coordinator, the director of term faculty instruction, dean for academic affairs, and vice-presidents for instructional services. Any students so suspended shall be assigned grades which would have been appropriate if they had withdrawn voluntarily.

3. Appeal of Clinical or Practicum Suspensions. Decisions involving the suspension of students from clinical or practicum situations for reasons of unsafe performance may be appealed as follows:

Any student suspended from a clinical or practicum situation for reasons of unsafe conduct may appeal to the Health Professions Review Committee, which has original jurisdiction in all such matters. The appeal should be in writing and made through the vice-president for instructional services within 10 calendar days of the suspension. The hearing before the Health Professions Review Committee will be held not fewer than five (5) calendar days following the receipt of the written request for appeal. Subsequent appeals may be made within 10 calendar days to the president of the College who may, at his/her option, consider the appeal further. Subsequent

appeals may be made to the Board of Trustees, the members of which may, at their option, consider the appeal further.

Article V - Health and Wellness

Section 1 – Involuntary Health or Safety Withdrawal (Board Policy 8560)

INTRODUCTION

The purpose of this policy is to describe the criteria and process for an involuntary health or safety withdrawal of a student from John A. Logan College.

POLICY

In accordance with College policy and applicable federal and state laws, a student who meets the criteria for involuntary health or safety withdrawal may be subject to involuntary health or safety withdrawal by the College.

A. Criteria for Involuntary Health or Safety Withdrawal

1. The criteria for involuntary health or safety withdrawal of a student are met if there is a substantial risk of either of the following:
 - a) Significant harm to the health or safety of the student or others (“Harm”); or
 - b) Unreasonable impediment to lawful educational process or activity for apparent medical or mental health reason of the student (“Impediment”).
2. A student should not be subject to involuntary health or safety withdrawal under these procedures when disciplinary, academic, or other administrative responses are available, and the student’s circumstances can best be addressed through those responses. When practicable and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.
3. In evaluating whether a student meets the criteria for involuntary health or safety withdrawal, an individualized and objective assessment will be made of the student taking into consideration the following:
 - a) the nature, duration, and severity of the risk of Harm or Impediment;
 - b) the probability that the Harm or Impediment will actually occur; and
 - c) whether accommodations requested by the student (if any) are reasonable and can be provided by the College to reliably and satisfactorily reduce the risk of Harm or Impediment.

B. Campus Violence Prevention Committee

The College has established the Campus Violence Prevention Committee (CVPC) whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal. CVPC will include representatives from the Student Success Center, Campus Police, criminal justice

faculty, allied health faculty, ABE/GED, The H Group, and the vice-president for instructional services. College legal counsel and an appropriate health professional may be added as needed.

C. Involuntary Health or Safety Withdrawal Process

1. Procedure Initiation

Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the dean for student services or the director of emergency planning and risk management to request an informal review.

2. Preliminary Determination by Dean for Student Services

- a) During the informal review, the dean for student services shall preliminarily determine whether reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal has been received. In making that determination, the dean for student services will consider whether (i) the information received is not inherently not credible, (ii) the information received (along with other information that the dean for student services could reasonably anticipate receiving through the Involuntary Health or Safety Withdrawal process set forth below) could meet the requirements for involuntary health or safety withdrawal and (iii) disciplinary, academic, or other administrative responses are not available or the student's circumstances cannot best be addressed through those responses.
- b) If the dean for student services has so found reasonable support for application of this policy, the dean for student services, before determining whether to proceed further with the process for an involuntary health or safety withdrawal must determine whether the procedures for interim involuntary health or safety withdrawal or involuntary health or safety withdrawal (non-interim) should be applied. Upon making that determination, the dean for student services shall proceed with the appropriate procedures as outlined below.

3. Interim Involuntary Health or Safety Withdrawal

- a) If health or safety is an immediate concern, the College may take interim action to protect the wellbeing of the student and/or other members of the College community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises and programs when the dean for student services, after considering reasonably available professional and other information determines in his/her judgment that a substantial risk of Harm exists and emergency interim withdrawal under these procedures is appropriate.
- b) If during the involuntary health or safety withdrawal (non-interim) process the student refuses to meet with the dean for student services, and/or refuses to undergo assessment or to keep a scheduled appointment, the dean for student services may require interim removal without a meeting and/or assessment if the dean for students services concludes on the basis of the available evidence that the student meets the criteria for involuntary health or safety withdrawal.
- c) Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

4. Involuntary Health or Safety Withdrawal (Non-Interim)

- a) Having found reasonable support for application of this policy for consideration of possible involuntary health or safety withdrawal, but having determined that the procedures for interim involuntary health or safety withdrawal are not necessary (either because interim involuntary health or safety withdrawal is already in effect or because health or safety is no longer of immediate concern), the dean for student services, before determining whether to proceed further with the process for an involuntary health or safety withdrawal, shall take the following steps:

- (1) Exercise all reasonable efforts to meet with the student.
- (2) If warranted, offer the student the opportunity to be evaluated, at the College's expense, by a qualified, licensed medical or mental health professional selected by the College. The professional shall assess, among other things, whether the student might meet the criteria for involuntary health or safety withdrawal. The professional shall present his or her findings to the dean for student services. The assessment will be provided to CVPC and other administrators involved under this policy, and the student will sign any documents deemed necessary to authorize the release of records and disclosure of information and consultation between the professional and the dean for student services, CVPC, and other administrators involved under this policy. A student who refuses to undergo an assessment or to sign such documents may be subject to interim involuntary health or safety withdrawal and/or the drawing of negative inferences against the student in the process for involuntary health or safety withdrawal (interim or non-interim).
- (3) The dean for student services may, at his/her discretion, permit a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a lighter academic course load, or any combination thereof. When making a determination of appropriate probationary conditions, the dean for student services (a) may consult on an informal basis with CVPC, faculty, and other College staff and (b) will consider the risk of Harm or Impediment and the probability that the specified conditions will reliably and satisfactorily reduce the risk of Harm or Impediment.
- (4) Upon review of a student who, upon the available evidence, meets the criteria for involuntary health and safety withdrawal, the dean for student services, after consultation with CVPC, may (a) promptly proceed with a hearing as set forth below or (b) recommend to the student that the student voluntarily withdraw for health or safety reasons. If the student does not agree to withdraw voluntarily, the dean for student services shall promptly proceed with a hearing as set forth below.

5. Hearing

The College shall afford the student an opportunity for an informal hearing on the matter as set forth below.

- a) The dean for student services shall conduct the hearing.
- b) Representatives of CVPC shall attend the hearing.

- c) At the hearing, evidence relevant to whether the student is subject to involuntary health or safety withdrawal under the criteria for involuntary health or safety withdrawal will be presented. Admissible evidence may include witnesses, written reports, documents or written statements, and a medical or mental health professional's written assessment. Formal legal rules of evidence will not apply at the hearing. However, the dean for student services may exclude evidence that s/he deems cumulative or not relevant.
- d) The student's rights at the informal hearing shall include the following:
- (1) The right to be present unless the student disrupts the hearing.
 - (2) The right to present relevant witnesses, evidence, and statements.
 - (3) The right to question all witnesses at the hearing and to comment upon all documents presented.
 - (4) The right to be accompanied by an appropriate advisor at the student's expense. The advisor may be a spouse or parent/guardian, a health professional of the student's choice, a faculty or staff member, or an attorney. The advisor may advise the student, but, unless the student is incapacitated, the advisor may not actively participate in the hearing (e.g., question witnesses or present evidence).
- e) The dean for student services and members of CVPC may also ask questions of the student or any witness.
- f) The hearing will be closed to the public, and the testimony and other evidence presented will be kept confidential.
- g) The hearing will be audio recorded, and the recording will be made available to CVPC, the student (upon written request), and to any decision-maker involved in an appeal.

6. Decision

- a) The dean for student services shall render a decision based on evidence presented at the hearing, with due consideration given to the input received from CVPC. If the dean for student services concludes that the student does not meet the criteria for involuntary health or safety withdrawal, the dean for student services will so inform the student and CVPC in writing, and the procedure shall terminate. If the dean for student services concludes that the student does meet the criteria for involuntary health and safety withdrawal, the dean for student services shall so state in a written decision that will include the reasons for this conclusion. This written decision will be provided to the student and CVPC within two (2) business days after the conclusion of the hearing.
- b) If the decision is made to withdraw the student, the College, upon the issuance of a notice of determination of involuntary withdrawal by the dean for student services, will involuntarily withdraw the student. Conditions for readmission will be specified in writing. An involuntary withdrawal would be effective immediately upon issuance of the dean for student services' notice of determination or such later date as may be specified in the notice and the withdrawal shall remain in effect throughout the pendency of any appeal process.

7. Appeal of Involuntary Health or Safety Withdrawal

- a) A student who is involuntarily withdrawn under this policy may submit a written request to the vice president for instructional services for a review of the decision. To be timely, any such appeal must be received by the vice president for instructional services within seven (7) business days of the notification of the dean for student services to involuntarily withdraw the student. The student may request that the Office of Admissions notify the student's instructors of the student's absence from classes. The vice president for instructional services shall review the written appeal within seven (7) business days of receipt of the written appeal.
- b) At the conclusion of the review, the vice president for instructional services shall determine whether to:
 - (1) require that a new hearing be conducted by the dean for student services or other administrator designated by the vice president for instructional services;
 - (2) uphold the withdrawal; or
 - (3) reinstate the student.

The vice president for instructional services may also modify the conditions of readmission. The decision of the vice president for instructional services shall be final.

8. Readmission

- a) A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the dean for student services and provide appropriate documentation to comply with the conditions of readmission.
- b) The dean for student services will review the request for readmission as follows:
 - (1) review and investigate compliance with the conditions of readmission;
 - (2) consult with appropriate members of CVPC; and
 - (3) meet with the student.
- c) The dean for student services will recommend to the vice president for instructional services whether, in the judgment of the dean for student services, the student should be readmitted.
- d) The vice president for instructional services will make the final decision regarding readmission.

9. Miscellaneous

- a) Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice to a student is caused by such deviation.
- b) Failure of a student to take the opportunity to respond at the time and in the manner provided by the College shall not invalidate or delay any decision made or action taken under this policy.

- c) Whenever an action may be or is required to be taken under this policy by the dean for student services or vice president for instructional services, the action may be taken respectively by the dean or vice president's designee.
- d) During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

Section 2 – Chronic Infectious Diseases (Board Policy 3363)

John A. Logan College places a high priority on the need to prevent the spread of chronic infectious diseases on its campus. The College is committed to educating its staff, students, and the community about infectious diseases. Specifically, as there currently is no cure or immunization for Acquired Immune Deficiency Syndrome "AIDS," education regarding methods by which this virus may be transmitted and how to prevent transmission is essential. The adoption of this policy indicates the intention of John A. Logan College to promote the health and regular attendance of our students so they may attain their maximum potential for learning.

Students with identified chronic communicable diseases may attend normal school functions (including classes) whenever, through reasonable accommodation, the risk of transmission of the identified disease and/or the risk of further injury to the identified student is sufficiently remote in such a setting as to be outweighed by the detrimental effects resulting from the students' exclusion from these normal school functions. Placement decisions will be made using this standard in conjunction with current, available public health department guidelines (i.e., county, state and federal, and the Center for Disease Control and Prevention in Atlanta, Georgia) concerning the particular disease in question. Individual incidents will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of whether a student with a chronic communicable disease may attend the College shall be made in accordance with procedures implemented by the College.

The College shall respect the right to privacy of any student who has a chronic communicable disease. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of the student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons shall not further disclose such information.

Students identified as having a chronic communicable disease(s) will have the rights and responsibilities outlined in this handbook, and any special treatment of such students will be in accordance with the guidelines.

Any disciplinary action, reassignments or other necessary or desirable changes in the status of a student with a chronic infectious disease will be handled with the strictest confidentiality, on an individual basis and in accordance with existing law and College policy.

Medical records relevant to the case of any student identified as having a chronic communicable disease(s) may be requested by the College to become a part of the file of such cases.

Any student with an identified chronic communicable disease, where some action in regard to that disease is taken by the College, will have all appeal procedures available to him or her as contained in

College policy; and in the event such procedures may not be clear to the student, satisfactory procedures will be worked out between the College and the student.

Section 3 - Drug or Other Substance Abuse Policy (Board Policy 3362)

John A. Logan College views drug or substance abuse as having a debilitating effect upon a person's physical and emotional well-being. Further, in accordance with the existing law, and sound educational practice, the College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on John A. Logan College-owned and -controlled property, in any setting where the College has a contractual agreement for education, transportation, or housing, and on any College-sponsored off-campus trip or activity of an educational nature.

Any John A. Logan College student determined to have violated this policy may be subject to disciplinary action up to and including suspension. In addition, a student receiving financial aid may lose that assistance. The use of alcohol while on John A. Logan College-owned or College-controlled grounds (including during meal periods and breaks) is absolutely prohibited except when authorized by the College for approved College functions.

In addition to enforcing (or aiding in the enforcement of) the laws that regulate such abuse, the College provides drug abuse prevention information (programs) through its health classes, special informational events, and a pamphlet as well as through its professional counseling staff for individuals who seek such information.

While the College does not have rehabilitation or counseling program for drug and substance abusers, it will assist, when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area.

Section 4 - Use of Tobacco, Food Products and Other Consumable Items in College Buildings

A. Because of environmental, local health, and safety concerns, the use of tobacco in any form (smoking or smokeless) in John A. Logan College buildings is prohibited. Smoking is not permitted in building entrances or on campus sidewalks.

To be in full compliance with the Smoke-Free Illinois locations previously authorized as designated smoking areas will no longer exist, with the exception of all campus parking lots. Smoking will be permitted in campus parking lots only, with no smoking allowed beyond the perimeter of these parking lots.

B. Food and drink products are not allowed in College classrooms when regularly scheduled College classes are in session, or in the Learning Resources Center. Restrictions on food and drink do not apply to outside groups using the College facilities or to scheduled meetings, seminars and workshops that may be held on the College campus by or for the internal or external groups.

Article VI

Section 1 – Child Abuse and Sex Offenders

A student whose name appears on the Child Abuse and Neglect Tracking System (CANTS) or Child Sex Offender/Fingerprint Check will not be allowed to participate in any observation or teaching activities in the College preschool. Those already engaged in observation or teaching activities will be suspended.

Section 2 – Appeal from CANTS or Child Sex Offender/Fingerprint Check

- A. Interview with instructor. Instructor will complete the Information Sheet for CANTS (see Appendix D).
- B. The student will submit a written explanation detailing why he/she is a safe caregiver of young children in Logan Preschool or any other John A. Logan College class activity involving any child care facility.
- C. The student will sign a Student Release of Information form for John A. Logan College to discuss with the Department of Children & Family Services (DCFS).
- D. Optional. Written support of student by the employer or DCFS caseworker may be attached to the student's written explanation.
- E. The Preschool Appeal Committee will meet within 10 calendar days of receiving the written explanation and make a determination of student's ability to continue in the CCT 160 lab or any other John A. Logan College class activity involving any child care facility. A written determination will be mailed to the student. The Preschool Appeal Committee will consist of the early childhood education instructor, the preschool coordinator, and dean for academic affairs. The dean for academic affairs must be in attendance for any decision to be rendered.
- F. The student may appeal the committee results by writing to the vice-president for instructional services within ten (10) calendar days.

Article VII - Family Educational Rights and Privacy Act (FERPA)

Section I - Regulations Regarding Student Records and Graduation Rates

A. Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act affords all students certain rights with respect to their educational records. These rights are:

1. The right to inspect and review the student's own educational records.
2. The right to request the amendment of the educational records to insure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the law authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the law.
5. The right to obtain a copy of the College's student records policy.

Students may obtain a copy of the policy from the dean for student services.

B. Release of Directory Information

John A. Logan College may make accessible to certain persons, businesses, and organizations external to the College certain directory information concerning a student unless that student notifies the Office of Admissions and Records that he/she objects to the release of such information. Directory information is considered to be public in nature and will be released at any time upon request without prior approval from the student. Directory information will be available to parents, spouses, legal guardians, electronic and print media, legislators, high schools, institutions of higher education, potential employers, civic organizations, and other legitimate groups and individuals as determined by the College, unless the student files with the Office of Admissions and Records a written request to restrict release of student directory information to external sources.

Directory information includes student's:

- Name
- Local and home address
- Classification (freshman, sophomore, etc.)
- Enrollment Status
- Major
- Dates of attendance
- Degrees and honors earned and dates
- Participation in officially recognized activities or sports
- Height and weight

As well as pictures of members of athletic teams or students participating in academic or extracurricular activities at John A. Logan College.

C. Rights to Obtain Graduation Information

Students may obtain information on graduation rates from the Office of Admissions.

Article VIII - Electronic Information Systems (Board Policy 3365)

Section 1 - Regulations Regarding the Use of Electronic Information Systems

It is the policy of John A. Logan College to comply with all lawful provisions regarding the use of electronic information systems, including computers and electronic mail and such things as software and Internet usage.

A. Computer Usage, Privacy Issues, and Ethics

Electronic mail, Internet access, and other electronic media and equipment are business tools that are provided by John A. Logan College (JALC) to employees and students to facilitate timely and efficient conduct of business. To help ensure that these tools are used appropriately, JALC has developed the following acceptable use policy. This policy addresses access, use and disclosure of electronic mail and Internet messages and material created, sent or received by JALC employees and students using the College's systems.

As a condition of access to and use of the College's computer and network system, users are deemed to acknowledge and agree to comply with the Board's policies and the Administration's rules and regulations.

1. **Purpose.** JALC maintains electronic mail, Internet access, local network storage, and other information systems. These systems are provided by the College to assist in the conduct of business within the College.

2. **Relation to Other Policies.** Employees and students are to use JALC's electronic mail, Internet systems, and other network resources in a manner that is consistent with other College policies.

3. **Acceptable Use.** The use of the electronic mail, Internet/LAN (Local Area Network) systems is reserved primarily for the conduct of business at the College. Limited personal use of the electronic mail and Internet/LAN systems is permitted, but should not be excessive or interfere with normal operations of the College.

4. **College Property.** The electronic mail and Internet/LAN systems and hardware are College property. Additionally, all documents, messages, and attachments composed, sent, received, or stored on the electronic mail or Internet/LAN storage systems are and remain the property of JALC.

5. **Password Accountability.** Employees or students shall not use a password, access a file, or retrieve any stored communication, other than where authorized. All passwords used in the conduct of College business are the property of JALC and must be disclosed to the executive director of integrated technology or other account manager if requested. Any compromised password should be reported to the account administrator. Student passwords are confidential, and students are accountable for all usage under their password of the JALC computer systems. Students should change their default password as soon as possible.

6. **Non-Removal.** Employees or students may not remove from the premises any hardware, software, sensitive files, or data without prior authorization by the executive director of integrated technology. Licensing agreements can only be used for College purposes unless otherwise specifically authorized by the executive director of integrated technology and shall comply with the terms of the relevant third party licensing agreement.

7. **Downloading.** In downloading documents from the Internet, JALC requires that such documents shall be related to College business and constitute a reasonable use of the College resources. Executable files may not be downloaded without prior management authorization. Applications such as Peer to Peer file swapping tools and unauthorized browser enhancements/plugin-ins are strictly prohibited.

8. **Offensive or Harassing Use Prohibited.** The electronic mail and Internet/LAN systems are not to be used to create or distribute any offensive or disruptive messages. Among those that are considered offensive

are messages or material that contains sexual implications, racial or ethnic slurs, or other comments that offensively address someone's age, sex, sexual orientation, religion, national origin, ancestry or disability. In addition, the electronic mail and Internet/LAN systems shall not be used to communicate other improper messages, for example, messages or material that is defamatory, derogatory, obscene, or otherwise inappropriate.

9. Compliance with the Law. The electronic mail and Internet/LAN systems shall not be used to commit any crime, including but not limited to sending obscene emails over the Internet with the intent to annoy, abuse, threaten, or harass another person, and users shall comply with all state, federal and local laws and regulations.

10. No Sexually Explicit Sites. College-owned equipment, hardware, and infrastructure shall not be used to visit sexually explicit or otherwise offensive or inappropriate Web sites, or to send, display, download or print offensive material, pornographic or sexually explicit pictures or any other materials which would be found offensive by most reasonable people. Content filters which are designed to disrupt access to these materials shall not be bypassed or altered without prior approval of the executive director of integrated technology.

11. Solicitation Prohibited and/or Restricted. The electronic mail and Internet/LAN systems may not be used by College employees to solicit or proselytize for outside or personal commercial ventures, religious or political causes, outside organizations, or other solicitations that are not job-related. JALC may provide access to a public electronic bulletin board system which will facilitate voluntary participation in non-business related messages and other transactions. Employees shall not engage in activity which violates the Illinois Governmental Ethics Act (5 ILCS 420/1-101 et seq.).

12. Viruses. Employees or students may not use JALC e-mail or Internet systems to develop or send any virus or otherwise destructive programs. Employees or students should not open e-mails or attachments unless they are confident of the identity of the sender and the content of any attachments.

13. Copyrighted Material and Trade Secrets. The electronic mail and Internet/LAN systems shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Any attempt to bypass current bandwidth management systems is strictly prohibited.

14. Right to Monitor. JALC reserves the right to review, audit, intercept, access and/or disclose any and all traffic in the system, including messages or material, including attachments created, received or sent, web sites visited and/or files downloaded over the College's electronic mail or Internet/LAN systems. Authorized representatives of the College may monitor the use of its systems at any time, with or without notice to any user and may by-pass any password. Such monitoring is capable of tracking and recording e-mail messages sent and received as well as web sites visited by employees and students.

15. Confidentiality. The confidentiality of any message or material should not be assumed. Even when a message or material is erased, it may still be possible to retrieve and read that message or material. Further, the use of passwords for security does not guarantee confidentiality. Notwithstanding JALC's right to retrieve and read any electronic mail or Internet messages or material, such messages or material should be treated as confidential by other employees or students and accessed only by the intended recipient. Employees and students are responsible for maintaining the confidentiality of material on the systems. Without prior authorization from the President or a designated representative, employees or students are not permitted to retrieve or read e-mail messages that are not sent to them. The contents of electronic mail or Internet messages or material may be disclosed to others for enforcement of this policy.

16. Representation of College. Employees and students should be aware that Internet sites accessed from JALC's computer network may identify the College as the originator of each visit. Employees should make clear when they are or are not representing the College in their e-mail or Internet communications. Usage

of an appropriate disclaimer on the footer of all messages is encouraged.

17. **Disciplinary Action.** A violation of this policy may result in disciplinary action ranging from a verbal warning up to and including discharge from employment, expulsion from school and/or pursuit of legal action in accordance with policy and collective bargaining agreements.

Article IX - Academic Honor Code (Board Policy 8313)

John A. Logan College is committed to the academic, ethical and social development of our students. We strive to uphold the College's core values of honesty, responsibility, fairness, respect, and compassion. In addition, we strive to foster a learning environment that is both challenging and supportive of all our students. In an effort to accomplish this task, we hereby establish this Honor Code.

Section 1 - Offences Under The Academic Honor Code

ACADEMIC DISHONESTY: It is the responsibility of every student enrolled at John A. Logan College to avoid all forms of academic dishonesty including, but not limited to, the following:

1. **PLAGIARISM:** The intentional or unintentional use of another source of written words or ideas as one's own. Please see Appendix C for definitions of intentional and unintentional plagiarism.
2. **CHEATING:** Any act or attempt to gain an unfair advantage in academic endeavors, or to assist or protect someone else who has done so.
3. **FALSIFICATION, FABRICATION or MISREPRESENTATION:** The creation or alteration of data, research, or resources/citations in connection with an academic assignment or records.
4. **COPYRIGHT INFRINGEMENT:** The unauthorized use of copyrighted work. Such as when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. For more information, please see Board Policy 3361 – Copyright Policy.
5. **LYING:** Intentionally making false or misleading statements in verbal, written, visual, electronic, or other forms.
6. **COMPLICITY IN or AID OF ACADEMIC DISHONESTY:** Intentionally or knowingly helping or attempting to *assist* another person in activities such as: allowing other students to copy from one's works, assisting in cheating, sharing test questions/answers, taking an examination for another student, selling/offering course materials such as term papers, essays, projects, etc., and any other act that would assist another student in engaging in academic dishonesty.
7. **SUBMISSION OF PAPER OR ACADEMIC WORK PURCHASED OR OBTAINED FROM AN OUTSIDE SOURCE:** Submitting any paper or academic work that was purchased or otherwise obtained from an outside source. An outside source includes (but is not limited to) a commercial vendor of research papers, a file of research papers or tests maintained by a student organization or other body or person, or any other source of papers or of academic work that was authored or prepared by a person other than the student who submits it.
8. **BRIBERY:** Providing or offering favor or reward, in exchange for a grade, credit, or other item of academic value.

9. **HARASSMENT:** To create an unpleasant or hostile situation for another person, especially by uninvited and unwelcome verbal, electronic, or physical conduct.
10. **THREATS:** to express the intention to inflict evil, injury, or damage to someone or something.
11. Any other behavior which disrupts the educational process within the classroom.

A. Resolution

When an instructor identifies any form of academic dishonesty (as defined above), the instructor will inform the student of the violation by completing the *Notification of Academic Dishonesty* form.

The instructor shall determine the appropriate sanction(s) for the particular offense.

The following three sanctions, alone or in combination, may be imposed by the instructor for offenses or violations of the Academic Honor Code:

1. Reprimand/Warning
2. Rewriting/Redoing the assignment
3. Failing Grade. Student may receive a failing grade on the assignment, for a component of the course, or the entire course.

More serious sanctions may be recommended by the instructor; these include:

4. Probation
5. Suspension from online, hybrid or face-to-face classes
6. Suspension from the College
7. Expulsion

If the student acknowledges his/her actions and accepts the instructor-imposed sanctions (items 1 – 3), the matter shall be resolved, and documentation of the incident will be forwarded to the dean for Student Services for record keeping.

If the student chooses to appeal the instructor's determination, the student should meet with the instructor's department chair to discuss the matter. If the student disagrees with the decision of the department chair, he/she can appeal the matter according to *Article X – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions*.

If one or more of sanctions 4 – 7 is recommended by the instructor, the student should refer to *Article X – Regulations Concerning Student Behavior, Section 3 – Penalties & Sanctions*.

Article X - Regulations Concerning Student Behavior (Board Policy 8315)

Section 1 - General Administrative Responsibility

The primary responsibility for the administration and supervision of student conduct at John A. Logan College has been designated to the office of the vice-president for instructional services. This office will establish such procedures as may be necessary to fulfill and enforce regulations concerning student behavior.

Section 2 - Offenses

A. Any of the offenses or violations listed below may result in expulsion, suspension, probation, or reprimand by the vice-president for student affairs and community education. In addition, criminal charges may be filed when appropriate. Any observed violation of this College code of conduct should be reported to the vice-president for instructional services (see Article X, Section 3 - Penalties and Sanctions).

1. Academic dishonesty or plagiarism or willful falsification of scientific, educational data that is represented as scientific or scholarly research, as outlined in the Academic Honor Code.

Note: Appendix C defines intentional and unintentional plagiarism and offers a form for its remediation.

2. Furnishing false information to John A. Logan College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud.
3. Forging, alteration or misuse of documents, records, or identification cards; forgery may also result in criminal penalties.
4. Assaulting or threatening in a menacing manner, striking or wounding another person.
5. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby.
6. Intentional destruction of, damage or injury to, or unauthorized use of property not one's own.
7. Theft, burglary, or breaking and entering.
8. Unauthorized carrying or possession of weapons, ammunition, or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material; pellet and/or look-alike weapons.
9. To assemble with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College.
10. Unlawful manufacture, distribution, possession, use, furnishing on the campus or at any College-owned or College-supervised property, function or activity or in settings where the College has a contractual agreement for education, housing or transportation, any alcohol, drugs, or controlled substances including prescribed medical marijuana which the possession, use, or furnishing of is illegal by municipal, state or federal law.

11. Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other John A. Logan College activities, including its public service functions or other authorized activities on John A. Logan College premises.
 12. Intentional and unauthorized obstruction of a free flow of pedestrian or vehicular traffic.
 13. Intentional and unauthorized entry into any premises owned or controlled by John A. Logan College.
 14. Failure to comply with directions of identified John A. Logan College officials acting within the scope of duty, or of any law enforcement officer acting in the performance of his or her duties.
 15. Conduct of any nature which would be deemed illegal harassment under state or federal law including sexual harassment and sexual violence (see Article II, Sections 2 and 3, Harassment and Corrective Actions) directed at a person while on John A. Logan College property, attending a College-sponsored event or in settings where the College has a contractual arrangement for education, housing or transportation.
 16. Intentional violation of regulations regarding the use of electronic information systems not otherwise covered in this section.
 17. Two or more (or the repetition of) offenses listed in Paragraph B below.
- B. Any of the following offenses may result in probation or reprimand, with or without the loss of privileges (see Article X, Section 3 - Penalties and Sanctions).
1. Violating appropriate use of college information systems.
 2. Possession of stolen goods.
 3. Gambling on John A. Logan College-owned or -supervised property or in settings where the College has a contractual arrangement for education, housing or transportation.
 4. Participation in hazing as defined by Illinois State Statutes.
 5. Failure to comply with John A. Logan College Board of Trustees policy and/or state regulations regarding the use of intoxicating liquor while on the campus, at any John A. Logan College supervised activity or in settings where the College has a contractual arrangement for education, housing or transportation, as indicated under Article V, Section 3.
 6. Intentionally disturbing the peace and good order of John A. Logan College by fighting, quarreling, wrangling or intoxication.

Section 3 - Penalties and Sanctions

A. Penalties and Sanctions that Require Automatic Hearings

1. Expulsion. This sanction is one of involuntary separation of the student from John A. Logan College. The separation is permanent in the sense that it does not project a definite time of eligibility to return. Students dismissed shall be assigned the grades which would be appropriate

if they were withdrawing voluntarily, except in those cases of academic dishonesty, which carry a failing grade as part of the disciplinary action. Students dismissed under this code can be reinstated only upon the favorable action on a petition for reinstatement by the president or his or her designee. The president of John A. Logan College and/or his or her designee shall establish the necessary administrative procedures to affect this.

2. Suspension. This sanction is one of involuntary separation of the student from John A. Logan College for a definite period of time, after which the student is eligible to return. Students suspended shall be assigned the grades which would be appropriate if they were withdrawing voluntarily, except in those cases of academic dishonesty which carry a failing grade as a part of the disciplinary action. The Disciplinary Hearing Committee may establish additional requirements in individual cases, and these requirements must be fulfilled to the committee's satisfaction or its designee prior to reinstatement.

B. Penalties and Sanctions that Do Not Require Automatic Hearings, but which May be Appealed to the Disciplinary Hearing Committee

1. Probation. This is a sanction that precludes the individual from representing John A. Logan College in any official capacity, such as intercollegiate activities, including athletics or student office, and it may include loss of privileges. It is invoked for a specific period of time, which shall be not less than three (3) months nor for more than one (1) calendar year. A student is liable to dismissal or suspension if involved in any act of misconduct, including violation of the terms of probation, while on this probation.
2. Reprimand. This is a sanction imposed with or without loss of designated privileges for a definite period of time not to exceed one calendar year. A reprimand may include the loss of such privileges as may be consistent with the offense committed. The violation of the terms of a reprimand while under a reprimand may lead to the student being placed on probation.

C. Authority of Vice-President for Instructional Services to Impose Penalties and Sanctions

Formal disciplinary action shall be instituted against a student after it is determined that such action rather than medical or counseling referral is appropriate. The sanctions outlined below may be imposed upon a student by, or in the name of, John A. Logan College only as stipulated by this code.

1. Temporary Suspensions from Classes. The vice-president for student affairs and community education may temporarily suspend a student from a class for a period not to exceed three (3) consecutive school days if the student is reported by an instructor to be guilty of an offense as outlined in Article X, Section 2 – Offenses. Such temporary suspensions may be a prelude to the imposition of formal penalties or sanctions as indicated below. The vice-president for instructional services may take this action with or without the opportunity for the student to make up missed class work and assignments.
2. Formal Penalties and Sanctions. The vice-president for instructional services may impose the following penalties and sanctions: expulsion, suspension, probation, reprimand (see Article X, Section 3 - Penalties and Sanctions).

D. President's Authority to Impose Interim Suspension from the College

If the presence of any person is an immediate and serious threat to the persons or property lawfully on John A. Logan College campus, the president of John A. Logan College or his designees may impose an interim suspension from the College against any person in cases in which there is reasonable cause to believe that such person has created an act that is in violation of Article X, Section 2 – Offenses, of this code of student conduct. A person so placed on interim suspension shall be given prompt notice of charges and a hearing before the Disciplinary Hearing Committee within 10 calendar days after the imposition of the interim suspension. During the period of the interim suspension, the person shall not, without prior written permission of the president or his or her designated representative, enter or remain upon the campus of John A. Logan College other than to attend his or her hearing. Violation of any condition of the interim suspension shall be grounds for dismissal from John A. Logan College.

E. Appeals

Students and student organizations have the right to appeal decisions in all disciplinary cases. Processes for student appeals are outlined in Article XIV, Section D. (Administrative Procedure 832).

Article XI - Student Clubs and Organizations (Administrative Procedure 808)

Student clubs provide John A. Logan College students the opportunity to:

- Participate in activities that reinforce and supplement academic learning;
- Develop a variety of professional and personal skills including leadership, communication, teamwork, and project management;
- Socialize with fellow students and other individuals from diverse backgrounds; and
- Contribute to service projects that benefit the campus and surrounding communities.

Student organizations must be established for purposes that are legal and consistent with the broad educational mission of the College. Organizations desiring to be recognized by the College must operate in compliance with College policies and procedures, and they must abide by all applicable local, state, and federal laws, including Title VI, Title IX, and Section 504.

The recognition of a student organization does not constitute an endorsement of the objectives, policies, or practices of that organization, nor does the College assume sponsorship of, control over, or responsibility for any of the programs or activities of that organization. As adults, all students are expected to take personal responsibility for their own conduct.

The procedures for forming a new student organization were established to ensure that all student organizations could, on an equitable basis, obtain the right to become an official College organization. The organizations must be open to any John A. Logan College student, regardless of race, religion, color, national origin, disability, age, sexual orientation, or gender orientation. The College does not approve sports clubs through the Office of Student Activities.

A. Procedures for Approval of Campus Clubs

1. Students who wish to form a club must complete the appropriate form(s) provided by the Office of Student Activities. They must identify a full-time faculty or non-teaching professional staff member willing to serve as the club advisor and submit a petition with the names of ten (10) students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) who wish to be a part of the club to the director of student activities for consideration and review.
2. If approved by the director of student activities, the petition will be submitted to the dean for student services for approval.
3. If approved by the dean for student services, the petition and other relevant information will be submitted to the vice-president for instructional services for his or her review and consideration.

B. Criteria for Selection of Club Advisors

1. Club advisors must be full-time faculty or non-teaching professional staff members who have been identified as potential club advisors by the students, are willing to serve and are approved by the director of student activities.
2. Individuals may serve as a club advisor to no more than two clubs. Each club shall have no more than two club advisors.

3. Club advisors must be knowledgeable about student rights and responsibilities set forth in the John A. Logan College policy manual, Rights and Responsibilities: A Student Code of Conduct, and the faculty handbooks.
4. Club advisors must be willing and able to work with students, attend all club meetings and events, and follow the club procedures set forth by the director of student activities.

C. Duties and Responsibilities of Club Advisors

1. Club advisors must ensure student compliance with established procedures for clubs and other organizations at John A. Logan College, including College policy, Rights and Responsibilities: A Student Code of Conduct, faculty handbooks, and relevant local, state, and federal law.
2. Club advisors must familiarize themselves and appropriate club officers with fiscal procedures, forms, and policies and must ensure that forms and policies are handled in an appropriate and expeditious manner, including travel forms, fund-raising/club project forms, and other forms and procedures that may be required by the director of student activities.
3. Club advisors must be present at all club meetings, club events, and all other club activities.
4. Club advisors must be present and supervise any club or other organization that travels in the name of the College.
5. Club advisors are responsible for student conduct at on-campus and off-campus activities.
6. Each approved club will have a Level II stipend allocated for the club advisor(s). Payment of stipends to the club advisor must be in compliance with Administrative Procedure 508. In instances of more than one club advisor, the stipend will be divided equally among the club advisors. Stipends will be paid in May each year on verification of the director of student activities.
7. Club officers and advisors must seek approval from the director of student activities prior to scheduling and promoting club events and activities, including fund-raising efforts, travel, campus events, and all other club activities using the documentation required by the director of student activities.
8. Clubs and club advisors must operate in accordance with College policy and report to the director of student activities.
9. Using the documentation provided by the director of student activities, club advisors must file a report with the director of student activities no later than the end of March of each calendar year. The report must include the major activities of the club for the past year; the number of meetings; a list of club members; a list of club events, activities, and trips of the club; and other relevant functions. Other information may be requested. The status of the club, the club budget, and the payment of the stipend(s) to the club advisor(s) for the next calendar year will be based on the timely submission of a complete annual club report.
10. Club advisors must fulfill updated and additional duties and responsibilities as required by the director of student activities.

D. Responsibilities of College Clubs

1. Each club should meet approximately one time per month during the fall and spring semesters and no less than six times per year.
2. Clubs must have at least four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members. Active members are those who attend at least half of the club's meetings.
3. Clubs must fulfill updated and additional responsibilities as required by the director of student activities.
4. Failure to fulfill the responsibilities of the College club may result in probationary status for the club and relinquishing the allocated funds for a budget as well as stipend(s) for the club advisor(s).
5. The amount allocated for the budget of a defunct organization or an organization on probation will be returned to the fund from which club allocations are distributed.

E. Responsibilities of the Director of Student Activities

1. The director of student activities should notify the dean for student services and vice president for instructional services by May 31, annually if a club has not met a minimum of meeting six times or once per month in the fall and spring semesters of the current academic year, with a minimum of four students (must be currently enrolled in at least one JALC baccalaureate or career credit hour) as active members who attend at least half of the club's meetings. Such a club will be declared inactive. In order to be re-instated, students must follow the same procedures as required for forming a new club.

F. Limitations of This Policy

Recognition of a student organization by John A. Logan College does not:

1. Authorize the organization to enter into contract or otherwise act on behalf of the College;
2. Authorize the organization to use (1) the College's name for any commercial purpose in any way which may reflect adversely upon the College, or (2) the College's logo, seal, or any facsimile thereof, or any trademark or copyrighted symbol of John A. Logan College. Such uses of the name or symbols owned by the College are allowed only when authorized in writing by the director of community relations and marketing;
4. Imply John A. Logan College sponsorship of, control over, or responsibility for, the activities of the organization.

G. Club Administration

Clubs at John A. Logan College are administered through the Instructional Services Division. Clubs and club advisors report directly to the director of student activities for all club functions. Ultimately, clubs report to the dean for student services, the vice-president for instructional services, and the president of the College.

H. Sanctions Against Student Organizations

Sanctions which may be imposed by the vice-president for instructional services in the case of offenses by student organizations are:

1. Temporary or permanent suspension of charter recognition.
2. Loss of privileges as a recognized organization and the use of John A. Logan College facilities.

All sanctions against student organizations may be appealed to the Disciplinary Hearing Committee. Organization representatives should file a written request for a hearing with the vice-president for instructional services.

Article XII - Conduct of John A. Logan College Student Athletes

A. Application of Rules and Regulations to Student Athletes Participating in Athletic Events

John A. Logan College will not tolerate unsportsmanlike behavior by athletes typified by fights or brawls at athletic contests. Such behavior is not only a violation of the standards of conduct expected of all students but also places other persons at risk of injury. In addition to any sanction taken by the coach to discipline the student-athlete (up to and including suspension or dismissal from the team), such conduct may subject the student to sanctions pursuant to this student code of conduct.

B. Student-Athlete Code of Conduct

Athletes at John A. Logan College are expected to maintain high standards of conduct at all times and, particularly, when representing the College. The following constitutes the Student-Athlete Code of Conduct which must be adhered to by all John A. Logan College student-athletes:

STUDENT-ATHLETE CODE OF CONDUCT

I certify that as a participant in the College's athletics programs, I understand that athletics participation is a privilege and not a right. To enjoy the privileges of athletics participation, I will adhere to all codes of conduct, including, but not limited to, those listed below. I understand that as a participant in the College's athletic program, I am expected to behave in a manner that is consistent with the principles of John A. Logan College and as a respectful member of an intercollegiate team. The failure to conduct oneself responsibly may lead to dismissal from and association with the intercollegiate athletics program at John A. Logan College and may also lead to the immediate cancellation of any athletically related aid. Student-athletes must represent John A. Logan College and conduct all activities in a manner that reflects the personal commitment and the moral and ethical values becoming of a John A. Logan College student-athlete. Inappropriate behavior may result in disciplinary action and removal from the team.

General Student-Athlete Rules of Conduct

- Always present a positive image; don't do anything to embarrass yourself, the team, or the College.
- Treat instructors and classmates with courtesy and respect.
- Arrive at class on time and do not leave early.
- Notify your instructor in advance when competition or travel requires you to miss class.
- Discuss with your instructors in advance the procedure you are to follow if competition necessitates missing an exam or assignment deadline.
- Respect all players, officials, coaches, and administrators and treat them courteously.
- Be prepared to give 100 percent in the classroom, as well as playing on the field.
- Do not use tobacco products of any kind while participating in practice or competition or while representing the College in any capacity.
- Do not consume alcoholic beverages on team trips, while participating in practice or competition or while representing the College in any capacity.
- Athletes will follow the rules and regulations set forth by the head coach of their sport.
- Any equipment issued to the athlete is expected to be cared for properly. If the equipment is not returned, an automatic hold will be placed on the student's academic records until items are paid for or returned.
- Student-athletes shall comply with all NJCAA rules and regulations pertaining to student-athletes.
- Student-athletes shall comply with all state and federal laws.
- Student-athletes are expected to comply with all regulations stated in John A. Logan College's Rights

and Responsibilities: A Student Code of Conduct. Student-athletes who violate these standards will be subject to disciplinary actions and/or removal from the athletic program.

Road/Overnight Trips

Most travel is by chartered coach. Student-athletes are required to treat the bus driver with respect. You will be expected to keep the bus free of garbage and debris. Anything you bring on the bus, you must remove at the conclusion of the trip. On occasion, an overnight stay may be required. Vandalism, theft, or illegal or disruptive behavior of any kind in hotels, restaurants, competition sites, or any other place is prohibited and will not be tolerated. All student-athletes are required to travel with and stay with the team on all overnight trips.

Regarding Illegal Substances

The Athletic Department will support all local, state, and federal laws as they pertain to illegal substances. Student-athletes must understand and abide by these laws. The use, purchase, intent to sell, or distribution of illegal substances is strictly prohibited and will result in immediate action by the Athletic Department. Student-athletes in violation of local, state, or federal law may also be subject to further measures.

Housing

Student-athletes receiving a housing scholarship shall sign individual lease agreements and be responsible for the payment of any security deposit required by the lessor. Student-athletes shall keep and observe all rules and regulations stipulated in their lease and adhere to all regulations in the College Rights and Responsibilities: A Student Code of Conduct and this document while living in scholarship-supported housing.

Good Sportsmanship

Good sportsmanship means more than the absence of negative actions in public. It encompasses overall conduct and attitude that denotes abiding respect for the value of sport and healthy competition, the ideals that govern fair play, the earned esteem of rivals, and trust in honor of the game and those selected to officiate.

Unacceptable behavior on the playing field or court includes, but is not limited to, the following:

- Physically abusing officials, coaches, opponents, or spectators;
- Engaging in any public criticism of game officials, conference personnel, another institution or its student-athletes or personnel;
- Throwing objects, damaging equipment;
- Seizing equipment of contest officials and/or the news media;
- Inciting players or spectators to negative actions or to any behavior that insults an opponent (e.g., taunting an opponent, official or spectator);
- Using obscene or other inappropriate language or gestures;
- Making public statements that are derogatory, controversial, or outside the College's accepted media policy;
- Engaging in activities that constitute harassment (including verbal, physical, sexual, or any combination thereof);
- Participating in any action that violates generally recognized ethical standards of intercollegiate athletics

participation; and

- The Athletic Department maintains a right to investigate incidents of unsportsmanlike conduct and any other misconduct involving a student-athlete and may sanction or discipline a student-athlete(s) accordingly, consistent with College rules.

Summary

The information contained in the Student-Athlete Code of Conduct and Contract is not intended to be all-inclusive. Each John A. Logan College student-athlete is encouraged to speak with his or her coach whenever any problem, concern, or questions arise regarding their academic or athletic experiences at John A. Logan College.

The College reserves the right to inform parents, guardians, or immediate family members of students who are found to be in violation of the Student-Athlete Code of Conduct. This is to be used primarily for, but not limited to, alcohol, drug, or threats of harm to self and others.

Any deviations from the above-mentioned Student-Athlete Code of Conduct or other actions which could be deemed as inappropriate behavior or which reflects in a negative manner on the College will be considered a violation of the Student-Athlete Code of Conduct Policy. Such behavior can result in a student-athlete being disciplined. The discipline may range from a warning to dismissal from the team, and/or reduction/withdraw of athletic-related aid.

I also grant permission for the coach, or designated appointee, to provide information on either my academic performance or my financial account, to my parent/guardian.

By my signature below, I attest that I have read, understand, and have received a copy of the Student-Athlete Code of Conduct. My coach has explained the team rules to me, and I agree to the terms mentioned above.

Printed Name of Student-Athlete:

Signature of Student-Athlete (Date)

Signature of Coach (Date)

Signature of Athletic Director

Article XIII – Weapons and Firearms Policy (Board Policy 3373)

Statement of purpose - John A. Logan College seeks to maintain a safe and secure environment for students, faculty, staff, and all visitors.

Definitions

- A. A “firearm” is defined as a loaded or unloaded handgun. A “handgun” is defined as any device which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas that is designed to be held and fired by the use of a single hand.
- B. A “weapon” is defined as Any device, whether loaded or unloaded, that shoots a bullet, pellet, flare, or any other projectile including those powered by CO₂. This includes, but is not limited to, machine guns, rifles, shotguns, handguns, or other firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.

Any explosive device including, but not limited to, firecrackers and black powder.

Any device that is designed or traditionally used to inflict harm including, but not limited to, bows and arrows, any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Persons covered – This policy applies to all employees, students, and individuals visiting or conducting business in or on College property.

Property – Property shall be defined as any building, or portion of a building or land that the College owns or occupies, whether on a temporary or permanent basis, and any off-site premises where the College is conducting any activity sponsored by the College. This includes all parking lots, parking areas, sidewalks and walkways, and all College-owned or leased vehicles and equipment.

Prohibited activity – No employee, student, volunteer, or any visitor or other third-party, shall possess a weapon or firearm, while attending any event, or visiting any academic or administrative office, building, dining facility, or sporting facility, or any property owned or controlled by the College, even if the owner has a valid permit, except as specified below. It is the intent and the purpose of this policy to prohibit weapons on any College property or at any College event.

Exceptions – Exceptions to this policy are as follows:

1. Commissioned law enforcement officers in connection with law enforcement duties for the College.
2. Law enforcement officers from an external agency conducting official business at the College, or any other exceptions granted by the director of emergency planning and risk management.
3. When used in connection with the weapons safety course or weapons education course offered in the regular course of business when approved and authorized by the College.
4. When displayed in connection with a College-sponsored event on the campus such as Hunting and Fishing Days.

5. In a vehicle when transported into an unrestricted parking area. Under such circumstances, the weapon or firearm, and its ammunition must remain locked in a case out of plain view. For the purpose of this policy, “case” is defined as a glove compartment, console, or trunk. Certain parking areas on campus may be designated areas where weapons and firearms are not permitted, including parking areas for child care centers.

Notice signs – The College administration shall determine the placement of conspicuously posted signs at all buildings and restricted parking area entrances stating that firearms are prohibited. The signs shall be in accordance with the design approved by the Illinois State Police.

Enforcement – Any employee, student, or other representative of the College who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable disciplinary process. Any member of the public who violates this policy shall be notified of the violations and asked to comply. Any individual who refuses to comply shall be removed from the campus and subject to all legal penalties including the illegal possession of firearms, or criminal trespass provisions under Illinois law.

Delegation of authority – The College administration shall have the responsibility for overseeing, and enforcing this policy, which authority may be delegated to the director of emergency planning and risk management.

Article XIV - Disciplinary Procedures

A. Jurisdiction

This code shall apply to conduct in connection with all academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in College facilities, at a class or training program sponsored by the College at another location, or elsewhere. Additionally, the College will respond to sexual harassment complaints where the alleged conduct initially occurred off campus to determine whether the conduct has created a hostile environment on campus.

1. The regulations herein shall apply to all students of John A. Logan College.
2. All student organizations are responsible for compliance with John A. Logan College regulations. Upon satisfactory proof that an organization has violated a regulation, the organization may be subject to disciplinary action.
3. Nothing in this code is intended to limit the authority of law enforcement officers acting in the line of duty.

B. Definitions

Code. The term "code" as used herein refers to specific rules and regulations used to govern student conduct at John A. Logan College.

Student. A student at John A. Logan College is any person who is officially enrolled and accepted as a participant in any College credit course, non-credit course or public service activity sponsored by the College, on- or off-campus.

College. Refers to Board of Trustees of Community College District 530, Counties of Williamson, Jackson, Franklin, Perry, Randolph, and State of Illinois, commonly called John A. Logan College.

Members of College Community. Any resident of John A. Logan College, District 530.

Committee. Any special group named by the Board of Trustees or the president of John A. Logan College or their designees for the purpose of considering some designated and specific item or items of College business, College-related problems, special College projects or to hear, report and/or render an opinion and recommendation on some problem, procedure, grievance appeal, or difference of opinion between two or more persons or groups associated with the College.

Unsafe Performance in Clinical or Practicum Situations. Conduct which might negatively affect a patient's level of well-being; is in specific violation of established written clinical procedures, which have been approved by the College; or is in violation of a written hospital rule or an oral order issued by a doctor or nurse employed by the clinical facility.

Academic Progress Review Committee. A five-member committee appointed annually by the president to hear student appeals of academic sanctions and to hear grade appeals.

Health Professions Review Committee. A five-member committee appointed annually by the president to hear student appeals of suspension from clinical situations.

Open Hearing. Any committee hearing that is open to any interested person. Open hearings may be closed on the action of the committee chairperson if such action is considered by the chairperson to be in the best interest of the College, students, and committee members. It should be noted that the College reserves the right to have an advisor of equal peer to that of the student or organization.

Closed Hearing. A hearing by any designated hearing committee that is open only to the members of the committee, the student or organization under sanction, the person designated by the student as his or her advisor for the hearing, any appropriate witnesses as designated by the committee chairperson and the appropriate College representative. It should be noted that the College reserves the right to have an advisor of equal peer to that of the student or organization.

Disciplinary Hearing Committee. A five-member committee appointed annually by the president to hear appeals relating to student conduct.

Sanction. A penalty imposed as a result of behavior that is in violation of this code.

Privilege. A right to participate in College-sponsored functions not related directly to instruction.

C. Student Appeals (Administrative Procedure 832)

1. Hearing Committee

- a. The Disciplinary Hearing Committee shall have original jurisdiction for hearing all disciplinary cases in which the sanction should be disciplinary suspension or disciplinary dismissal from John A. Logan College. This committee will also hear all appeals involving other sanctions except temporary class suspension and interim suspension from the College. The committee shall have five members to be appointed annually by the president of John A. Logan College.
- b. The vice-president for instructional services shall establish such administrative procedures as will enable the committee to carry out its duties.

2. Appeals

- a. **Right to Appeal.** Students and student organizations have the right to appeal decisions in all disciplinary cases. The appeal must be made in writing within five (5) calendar days. A hearing must be held within 10 calendar days of receipt of the notice of appeal. While an appeal is pending, all sanctions imposed, unless a temporary class suspension from the College has been ordered, shall be held in abeyance, and the student's status on campus shall in no way be affected.

As previously stated, all sanctions involving expulsion or suspension are automatically heard by the Disciplinary Hearing Committee. Other sanctions may be appealed to the Disciplinary Hearing Committee on written request to the vice-president for instructional services. Final written appeal for the sanctions of expulsion or suspension may be made within five (5) calendar days to the president of John A. Logan College and the Board of Trustees. The president must respond to the appeal within 10 calendar days. The Board of Trustees may or may not respond within 30 calendar days.

3. Judicial Procedures Involving Student Conduct Matters

- a. General. The following is the format of rights and responsibilities to be utilized during judicial proceedings unrelated to academic conduct. Any exclusions, modification and or deletion of the following must be requested from, and approved by, the president of John A. Logan College.
- b. Prior to Hearing. A student charged in violation of the student conduct code is entitled to:
 - i. A notice of charges.
 - ii. An appraisal of all relevant evidence.
 - iii. A choice between open or closed hearing.
 - iv. A notice of time, place, and format of the hearing:
 - (a) The hearing will be held no sooner than five (5) school days after notification of the charges.
 - (b) Under exceptional circumstances, changes in the hearing date may be granted by petitioning the vice-president for student affairs and community education.

Any student charged with a violation of the student code of conduct is expected to participate fully in the established judicial program. Prompt response to all delivered correspondence is necessary in order to expedite judicial matters and result in the most efficient application of the adjudication process. In correspondence to the student charged, s/he will be asked to provide the following information to the vice president for instructional services prior to the hearing:

- a. will the student charged be attending the hearing;
- b. will the student charged be accompanied by an advisor, and, if so, is the advisor a lawyer;
- c. will the student charged be presenting any witnesses, and if so, provide their names and their relationship to the charged student; and
- d. does the student charged wish to have an open or closed hearing.

Notice of charges will be considered to have been delivered if the notice has been sent to the current local address of the charged as provided to the admissions and records office of the college by the student. Thus, failure to notify the college of change of address could result in a hearing being held in absentia.

Failure to respond to delivered correspondence regarding the hearing option will result in referral of the charges to the Disciplinary Hearing Committee. The Disciplinary Hearing Committee may hear such cases in absentia. The hearing shall be closed, an official record kept, and may be tape recorded.

- c. During a Hearing. The charged is entitled to:
- i. Advisory assistance. The advisor may be an individual of the student's choice. The role is advisory in nature, and the advisor may not directly participate in the proceedings as a principal. The College reserves the right to have an advisor of equal peer to that of the student or organization.
 - ii. Present witnesses and any information relevant to the case.
 - iii. Present written statements or depositions which may be taken from person(s) who are unable to attend hearings.
 - iv. Hear and question all witnesses and have access to all relevant information and evidence.
 - v. Have the option to have the hearing tape recorded in all cases of initial jurisdiction. However, official records will be made of all hearings. All appellate cases and open hearings shall be tape recorded.
 - vi. Challenge hearing committee members for cause. The removal of a hearing committee member will be at the discretion of the remaining panel members.
 - vii. Remain silent.

The College is entitled to challenge hearing committee members for cause. The removal of a panel member will be at the discretion of the remaining panel members.

It is the policy of all hearing agents that statements, evidence, or comments given during hearings will be held in strictest confidence by members of the hearing committee and its advisor(s), the president or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by the members of the hearing committee before or during the hearing, or before, during, or after deliberation. In all hearings at all levels, no individual will be required to offer evidence which may be self-incriminating.

- d. Waiving Right to a Hearing. A student may waive a right to a hearing through failure to appeal an imposed sanction within the designated time limits.
- e. After the Hearing. The charged is entitled to a written statement, within a reasonable time, of the decision of the hearing body, and all judicial actions will be specified. Such notice shall include the options and procedures for making an appeal.
- i. If the hearing was closed, the decision of the hearing committee and any recommended sanctions will be available only to the student or organization involved and the appropriate College officials.
 - ii. If the hearing was open, the decision of the hearing committee and any recommended sanctions will be available to interested individuals for a reasonable time after the hearing.

- f. Appeal of Decision and/or Sanction. Any decision or sanction may be appealed to the next higher level of the judicial structure. However, the right to appeal does not entitle a student to a full rehearing of his case. Rather, the appeal individual or board should limit its review of the hearing board's record to four issues:
- i. Were the judicial procedures correctly followed?
 - ii. Did the accused have an adequate opportunity to prepare and present a defense?
 - iii. Did the evidence presented at the hearing justify a decision against the student?
 - iv. Was the sanction imposed in keeping with the gravity of the violation?

An appeal may be denied for insufficient grounds to request an appeal. However, if the appeal is granted, the appeal agent may:

- accept the report and decision of the hearing agent.
- reverse the hearing agent's decision and dismiss the case or remand the case for receipt of additional evidence or allow an opportunity for the student to prepare and present a defense.
- accept the decision of the hearing board but reduce the sanction imposed.

The appeal agent may not increase the sanction.

Article XV- Divisibility and Amending Procedure

- A. At the request of any recognized constituency or the appropriate administrator, the president or his/her designee may consider amendments to these regulations.

The president may propose amendments to these regulations to the Board of Trustees. Whenever the circumstances allow, the president shall give due consideration to the advice of committees provided for in the College policy. Amendments will be accomplished by the regular procedures for amendment of board policy.

Any amendment of these regulations shall become effective only after general notice of such change has been given to the student body, faculty, and administrative staff.

General notice may include, but not be limited to any one or more of the following:

- memoranda or letter to faculty and students
- announcements in classes
- publication in the student newspaper or John A. Logan College Catalog
- publication in local newspapers
- radio announcements
- placement on bulletin boards

- B. Should any division, section or subsection of these regulations be declared unconstitutional or void by any court of competent jurisdiction, the remainder of these regulations shall remain in effect. Under such circumstances, the president or his or her designee shall have the authority to establish a new division, section or subsection for that which has been declared void or unconstitutional, in order to give full force and effect to the intent and the purpose of these regulations. New divisions, sections or subsections shall be submitted through the amending procedure and approved by the Board of Trustees.

Appendix A
Classroom Conduct Form

TO: _____

FROM: _____

DATE: _____

SUBJ: Classroom Conduct in _____
Course Title/Number

In this College classroom, enrolled students are required to conduct themselves as adults. According to Article III, Section 5B, of Rights and Responsibilities: A Student Code of Conduct, it is my responsibility to ensure a positive learning environment for all students by stopping disruptive behavior. Your classroom behavior has been unacceptable in the following way(s):

If you choose to change your behavior, you are welcome to continue in this course. To stay in this course, sign the following Course Re-Entry Agreement and return it to me in my office before attending another class session.

Appendix A (continued)
Course Re-entry Agreement

I understand the instructor's request regarding my classroom conduct. I agree to remedy the problem(s) and wish to stay enrolled in this class.

Student's Signature

Date

This student may re-enter my classroom, with the understanding that any repeated disruptive behavior will not be tolerated.

Instructor's Signature

Date

Appendix B
Student Grade Appeal Form

Name: _____ ID Number: _____

Course Name and Number: _____

Instructor: _____

Semester Grade was Posted: _____ Course Grade: _____

Reason for Appeal:

- _____ Grade was given for non-academic reasons.
- _____ Inconsistent grading standards were used to grade members of the same class.
- _____ Instructor altered the grading procedure established in the course syllabus.
- _____ Instructor deviated from his/her grading policy as established in the course syllabus.
- _____ An explanation of the method for determining the grade was not given.
- _____ Final grade was lowered because student missed an examination due to a pre-approved College function, and was not permitted to make up the exam.
- _____ Grade was improperly computed.

If you believe a legitimate reason for the appeal of grade exists which is not included on the list above, please explain:

Have you discussed this appeal with your instructor? Yes No

If no, please explain:

Please attach to this form a copy of the course syllabus, and copies of any other documentation that supports the grade appeal (copies of graded exams, assignments, transcripts, etc.) Students should forward original copies of pertinent information and also make and retain separate copies for their own files.

Submit this packet to the appropriate department chair and/or associate dean within 15 calendar days of the start of the next semester. You will receive a response within 10 calendar days.

For further information on the appeal process, see Article III, Section 6C, Grade Appeal Procedures, in Rights and Responsibilities: A Student Code of Conduct.

Signature of student making appeal

Date

Appendix B
Student Grade Appeal Form
(Continued)

Please provide information on how you can be reached:

Home phone: _____ Work phone: _____

Cell phone: _____ E-mail: _____

Home address: _____

Offices to Contact for Student Grade Appeals:

Department of Allied Health and Public Services (non-Nursing)

Pam Karns, Department Chair

Office D170, Ext. 8639

<http://www.jalc.edu/departmentpages/healthandpublicservice/index.html>

Department of Applied Technologies

Rob Craig, Department Chair

Office G104A, Ext. 8587

<http://www.jalc.edu/departmentpages/appliedtechnologies/index.html>

Department of Business, Computer Science, and Math

Joseph Dethrow, Department Chair

Office E209D, Ext. 8397

<http://www.jalc.edu/departmentpages/businesseducation/index.html>

Department of Communications, Humanities, and Social Science

Matt Garrison, Department Chair

Office C258H, Ext. 8387

<http://www.jalc.edu/departmentpages/english/index.html>

Department of Life and Physical Science

Cheryl Thomas, Department Chair

Office C258E, Ext. 8380

<http://www.jalc.edu/departmentpages/lifesciences/index.html>

Appendix C

Student Plagiarism Form

The attached assignment indicates intentional or unintentional plagiarism. Plagiarism is the use of another's words or ideas without appropriate documentation. It is academically and ethically unacceptable.

Please read the information indicated below, then sign and return this form.

Intentional Plagiarism

This assignment contains information that has been cut and pasted from an electronic source or has been copied directly from a print source. The information has been presented as the student's original work. This form of plagiarism has resulted in a failing grade (0 points) for this assignment.

According to the John A. Logan College Rights and Responsibilities: A Student Code of Conduct (Article X Section 2, Item 1), plagiarism "may result in expulsion, suspension, probation, or reprimand by the vice-president for student affairs and community education."

Unintentional Plagiarism

This assignment contains inadequate documentation or no documentation of source material. The grade for this assignment as it has been submitted, cannot be higher than a "D." At the instructor's discretion, the student may revise the assignment in an attempt to raise the grade. To do so, the student must:

1. Re-type the assignment, inserting appropriate documentation, and punctuation into the text.
2. Provide a correct list of works cited.
3. Provide copies of at least two of the works cited.
4. Turn in original assignment, revised assignment, and copies by:

I have read the information regarding my assignment. I will/will not (circle one) revise the assignment in an attempt to improve my grade. I understand the requirements and the due date for this revision.

Student's signature

Date

Appendix D
Information Sheet for CANTS

Student Name: _____

Student ID Number: _____

1. The nature of the abuse or neglect with which the student was identified, including whether the abuse or neglect resulted in serious injury or death to a child or children.
2. The circumstances surrounding the commission of the abuse and/or neglect, including the age of the perpetrator and the child(ren), that would demonstrate the unlikelihood of repetition.
3. The period of time that has elapsed since the abuse and/or neglect occurred and whether prior incidents of child abuse or neglect have been indicated against the individual.
4. Whether the abuse or neglect involved a single or multiple child victims.
5. The relationship of the incident of child abuse or neglect to the individual's current lab responsibilities within the preschool.
6. Whether the individual has been convicted of a criminal offense that might have bearing on the evidence of the individual's ability to function in a child care facility as a student.
7. Evidence of the individual's rehabilitation such as employment, education, participation in therapy since the indicated incident(s) of abuse or neglect.

Student Release of Information, Early Childhood Education

I, _____, Student ID

Number _____, do hereby give permission for Department of Children &

Family Services to communicate any and all information in regards to Child Abuse and

Neglect Tracking System (CANTS) and Child Sex Offender Registry Check and/or

Fingerprint Check to the John A. Logan College dean for career and technical education.

Signature _____ Date _____

Appendix E
Violation of Academic Honor Code Reporting Form

Student Name: _____ **ID#:** _____

Course Number & Section: _____

Semester/Year: _____ **Faculty Reporting:** _____

You have been charged with the following violation of the Academic Honor Code at John A. Logan College:

- Plagiarism
- Cheating
- Falsification, fabrication, or misrepresentation
- Copyright infringement
- Lying
- Complicity in or aid of academic dishonesty
- Submission of paper or academic work purchased or obtained from an outside source
- Bribery
- Harassment
- Threats

Explanation of violation: _____

The following sanctions have been applied (check all that apply):

- Reprimand
- Rewriting/Redoing the assignment
- Failing grade
 - on the assignment
 - on course component, please specify: _____
 - in the course

If more serious sanctions [probation, suspension (from courses or from the College), or expulsion] are recommended, please indicate below and forward to the vice president for instructional services:

- Probation
- Suspension from online, hybrid, or face-to-face courses
- Suspension from the College
- Expulsion

The signature below indicates the student has received notification of the violation and, in the absence of an appeal, an acknowledgment of wrong doing.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

A copy of this document will be forwarded to the dean for student services for record keeping purposes.



**APPENDIX F
RESOURCE AND REFERRAL OPTIONS**

Sexual Assault/Harassment, Dating/Domestic Violence and Stalking

It is always your right to decide to choose whether or not you report to the police and/or College Officials

CONFIDENTIAL REPORTING	VICTIM ASSISTANCE AND ADVOCACY	MEDICAL ASSISTANCE	CONTACT LAW ENFORCEMENT OR CAMPUS POLICE	FILE A COMPLAINT/ASK FOR ACCOMMODATIONS
<p>Carolyn Gallegly Student Success Center Room C218A, Ext. 8290</p> <p>Christy McBride Testing Services Room C205D, Ext. 8496</p> <hr/> <p>Optional: The Women's Center 24-Hour Crisis Hotline 800.334.2094 TTY: 866.979.6636</p> <p>Carbondale Office 618.549.4807</p> <p>Marion Satellite Office 618.993.0803</p>	<p>The Women's Center www.thewomensctr.org</p> <p>24-Hour Crisis Hotline 800.334.2094 TTY: 866.979.6636</p> <p>Carbondale Office 618.549.4807</p> <p>Marion Satellite Office 618.993.0803</p> <p>Benton Office 618.438.4118</p> <p>National Sexual Assault Hotline 800-656-4673</p> <p>National Domestic Violence Hotline 800-799-7233</p>	<p>Heartland Regional Medical Center, Marion, IL 618.998.7000</p> <p>Herrin Hospital 618.942.2171</p> <p>Marshall Browning Hospital Du Quoin, IL 618.542.2146</p> <p>Memorial Hospital of Carbondale 618.549.0721</p>	<p>JALC Campus Police Room E120 618.985.5550</p> <p>Du Quoin Police Department 618.542.2131</p> <p>West Frankfort Police Dept. 618.435.6112</p> <p>Williamson Co. Sheriff's Dept. 618.998.2247</p> <p>IN THE EVENT OF IMMEDIATE ASSISTANCE, DIAL 911</p>	<p>Title IX Coordinator Clay Brewer Room C116, Ext. 8589</p> <p>Deputy Title IX Coordinators:</p> <p>Adrienne Barkley Giffin Room B29, Ext. 8287</p> <p>Brian Bechtel Room E120, Ext. 8218</p> <p>Christina Loyd Room E120, Ext. 8218</p> <p>Johnna Herren Room C116, Ext. 8473</p>

Appendix G
Student Grievance/Complaint Form

STUDENT GRIEVANCE/COMPLAINT FORM

INFORMAL GRIEVANCE OR COMPLAINT

Prior to filing a formal written grievance, students who believe that they have been the victim of discriminatory or harassing conduct by a College employee should: When feasible, first seek to clarify or resolve the matter informally with the John A. Logan College employee. If the student does not wish to meet with the John A. Logan College employee, he or she shall have the option to meet with the employee's immediate supervisor. At this time, all efforts will be made by the student, faculty, or staff member, and the immediate supervisor to resolve the issue.

Should the student complaint not be resolved through the informal complaint procedures specified above, the student may then file a formal grievance in accordance with the procedures established below.

FORMAL GRIEVANCE OR COMPLAINT

Student Information

Name	
Address	
Student ID	
Phone	

Grievance or Complaint Information

Grievance or complaint
filed against

___ Faculty ___ Staff ___ Student ___ Other

Name (if applicable)

Alleged Incident
Date(s) & Time(s)

--

A brief written description of the alleged improper conduct, along with any supporting documents or statements. (use back of page if more space needed)

Names of persons who are witnesses to the conduct, or names of persons who have evidence to support the student's grievance.

Remedy sought.

Complainant's Signature _____ Date _____

Received by: _____ Date _____

Formal grievance/complaint forms should be submitted to the vice president for instructional services (office A16).